

**BY ORDER OF THE COMMANDER
AIR UNIVERSITY (AETC)**

AIR UNIVERSITY INSTRUCTION 34-201

20 FEBRUARY 2013



Services

**MAXWELL GROUP LODGING
PROCEDURES**

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This instruction implements AFI 34-246, *Air Force Lodging Program*, and AUI 36-2626, *Air University Schools Course Scheduling and Student Production Reporting Procedures*. It outlines the process for lodging reservation requirements for Air University students and special event attendees, as well as the purpose and operation of the Maxwell Lodging Steering Committee. Refer recommended changes and/or corrections to this publication to the Office of Primary responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your 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 the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. This instruction applies to HQ AU staff, AU schools (Maxwell AFB and Gunter Annex only), 42d Force Support Squadron and all Maxwell tenant and visiting agencies that require group lodging reservations.

SUMMARY OF CHANGES

This instruction has replaced specific chapters of AUI 36-2626 (previously AUI 36-2326), which has been significantly revised. While general policy and procedure for requesting group lodging for Maxwell have not been revised, the process has been placed in a separate publication for better readability and to offer more clarified explanation of the process. The AU Registrar Requirements, Scheduling and Analysis Branch, has been renamed to the AU Registrar Support Branch.

1.1. Organization. The Commander and President of Air University (AU/CC) is dual-hatted as AETC Director of Education (AU/ED). The Vice President for Academic Affairs (AU/CF) also serves as AETC/EDE. The AU Registrar (AU/CFR), under the guidance of AU/CF, establishes procedures governing all registrar activities and operations. This instruction focuses on the operations of the Registrar Support Branch (AU/CFRS) within the Office of the Registrar.

1.2. AU Registrar Support Branch Responsibilities. The Air University Registrar Support Branch has responsibility for: Course establishment and updates, AU student production data collection and reporting (to include support of the Air Force Education Requirements Board), and development of the AU Operations and Production Schedule (to include Maxwell group lodging requirements). Data related to these areas is collected, maintained, and stored in the AU Registrar Education Program Management (AUREPM) System. The Registrar Support Branch is responsible for maintaining specific support data in AUREPM and the assignment of user roles and privileges. AUREPM is the official repository for all AU course/class data and student records. For access to this system or for data requests, contact the AU Registrar office.

1.3. Maxwell Base Lodging Office Responsibilities. The Maxwell lodging office personnel review the AUREPM database for course and event lodging requirements and ensure requests are transferred into the lodging management system. They also provide the AU Registrar Support Branch with the total rooms available prior to the annual schedule build, and provide notification of changes as far in advance as possible. As soon as known, the lodging office inputs the reservation number and location of lodging for the group into AUREPM. Lodging office personnel also attend the Lodging Steering Committee Meeting and assist with resolution of lodging conflicts.

2.1. Group Lodging Prioritization and Assignment. The AU Registrar Support Branch manages the Maxwell group lodging prioritization and assignment process. This process collects AU and Non-AU education programs and other events dates, scheduled participants, and requested lodging. Maxwell Lodging Reservation office uses data submitted in the AUREPM database to build the schedule in the Maxwell/Gunter Reservation System, which details actual room assignments. The AU Registrar Support Branch is the designated liaison between Lodging and schools/units, and is responsible for deconflicting the lodging schedule. AU Schools and tenant units will request lodging for students attending official education programs or approved educational events (OEA) using the AUREPM database, regardless of the number of students attending. Maxwell tenant units and other units requesting lodging for groups of 10 or more attending workshops or seminars (OEA) or special events (SE) will also use the AUREPM database to reserve blocks of rooms, or if access is not practical, contact Registrar Support to input the request. 42 ABW/CCP (or designate) will submit request for special events for non-Maxwell units and special base events such as visiting bands, Air Shows, etc.

2.2. On-Base Priority Weight System. In accordance with AFI 34-246, *Air Force Lodging Program*, students attending schools on AETC bases will have priority for on-base lodging. In order to adhere to this policy, a method of assigning a prioritized weight factor was established. Weights are calculated prior to the annual initial schedule build and are based on a 3-year data history, using program information production data in the ETCA and AUREPM. A current list of factors used to establish the course/event weight can be obtained via AU Home page website, or on the Course Query Screen in AUREPM. The weight

system determines the priority for on-base lodging only, and does not determine any off base contract quarters priority.

2.2.2. Weights for existing programs will be reviewed every three years unless significant changes are identified that warrant an update. Weights will not be changed in the middle of a fiscal year but rather at the start of the next fiscal year if significant changes have occurred. Weights apply to all offerings of a course or event: Individual classes or offerings are not re-calculated.

2.2.3. Weights for new programs or events will be calculated upon approval.

2.2.4. Programs/Events with the highest On-Base Priority Weight will have priority for on-base lodging over those with a lesser weight. Programs or Events that have been granted "Required on Base" Status receive an additional 50 points.

2.3. **Procedures.** Program/Event POCs enter lodging requirements in AUREPM simultaneously with building the class or offering. The Registrar Support Branch program analyst reviews requirements and processes valid submissions. Lodging pulls requirements from AUREPM, makes block reservations in their system, and manages reservations following processes outlined in AFI 34-246 and AFPD 34-6. Schools/Event Sponsors are required to send a student roster to the Lodging office no later than 14 days prior to the student arrival date. Failure to do so could result in rooms being forfeited.

2.3.1. As a minimum, the roster submitted to Maxwell lodging must include rank, full name, gender, arrival and departure dates, e-mail address and any special requirements. The Maxwell lodging office or AU/CFRS can provide the most current format. This roster is used to assign individuals to specific rooms. Any changes (cancellations, late adds, etc) after the roster has been sent must be forwarded to Lodging, and updated in AUREPM in order to avoid problems, to include possible change in previously assigned locations.

2.3.2. Submit the number of students or participants for the overall event and the number of those that require lodging. These numbers are not necessarily the same, as some may be from the local area. AUREPM tracks the total number for production reports, as well as the required lodging.

2.4. **Air University Registrar Education Management System (AUREPM).** AUREPM is the official repository for AU student production. The system tracks all AU program/class schedules, and provides other registrar services. For the purpose of this AUI, the student scheduling and lodging modules of AUREPM only are discussed.

2.4.1. Access to the system is through the AU Portal. Instructions for obtaining access and privileges can be obtained by contacting the Registrar Support Branch via the AU/REPM Org Mailbox: au/repm@maxwell.af.mil.

2.4.2. More specific instructions for completing data input are available in this AUI, from the Registrar Support branch and on-line once the system has been accessed.

2.5. **The AU Operations and Production Schedule (AUOPS) Annual Build.** The AUOPS consolidates program/class schedules for all AU schools as well as Other Educational Activities, Unit Training Assemblies and Special Events for Maxwell and other outside units/agencies. For official courses, the AUOPS is based on the fiscal year education

quota requirements approved in the appropriate programming document (AFERB PGL, PME PGL, Air Force Line Officer Accession Plan, Commissioned Officer Training Seat Allocation Conference, etc.), and also any known seminars, workshops and special events. Program “offerings”, or “class” schedules should not be considered final (to include publishing schedules on school web sites or advertisements to the field) until the annual Schedule build is completed and approved by AU/DS, as schools may be requested to adjust schedules to meet Maxwell lodging requirements. Additional details concerning the annual schedule build and student production reporting can be found in AUI 36-2626.

2.5.1. In the spring of each year, the Registrar Support Branch conducts a datacall to AU Schools, Maxwell tenant units and all known special event sponsors. The Maxwell schedule build must be complete no later than the end of July in order for Maxwell Lodging to build the lodging reservation and manpower plans for the upcoming year, and prior to the Lodging Steering Committee meeting held in July. (Ref AFI 34-246). The purpose of the data call is to build the upcoming fiscal year overall program/class schedule, and to collect initial requirements for Maxwell lodging.

2.5.2. AUOPS Build Preparations. Before sending out the AUOPS data call, the Registrar Support branch prepares the AUREPM database to accept submissions.

2.5.2.1. Lodging weight factors for Maxwell programs and events are calculated and loaded.

2.5.2.2. Available lodging rooms are received from 42 FSVL and loaded into AUREPM by Maxwell, Gunter and range of rank.

2.5.2.3. School/Unit POCs are loaded into AUREPM, and new POCs are assigned system privileges.

2.5.2.4. Educational Programs projected production numbers are loaded for all listed on available programming documents.

2.5.3. Datacall Process. Once all prep work is completed, AU/CFRS will begin the data call. The datacall is accomplished in three phases, or “rounds”. The datacall will be sent to school/unit commanders/commandants and AUREPM POCs explaining the purpose of the data call, specific instructions, and the list of programs included in that round. Program corresponding weights and known PGLS will be included for reference. POCs enter all student quota production and Maxwell lodging requirements in AUREPM in order to effectively manage resources and for production reporting purposes.

2.5.3.1. Round 1 collects requirements for programs/events with a weight of 50 or higher. This generally includes the resident PME, Technical Training, pre-command training, and those programs/events that have approved Required-on-Base status. Programs/events included in Round 1 are identified in the data call attachments.

2.5.3.2. Round 2 collects requirements for courses/events with a weight between 30 and 49. This generally includes any remaining PCE and Technical Training not included in Round 1, enlisted resident PME, and some seminars and special events. POCs in Round 2 are provided with analysis from Round 1, indicating high and low demand periods, and are instructed to schedule offerings during low periods whenever possible.

2.5.3.3. Round 3 collects requirements for all remaining programs/events, to include those not held at Maxwell for student production purposes. POCs in Round 3 with lodging requests for Maxwell are provided with analysis from Round 2 and are instructed to schedule offerings during low periods whenever possible.

2.5.4. After each round, the Registrar Support Branch performs an analysis to identify overbooked dates and other issues, and attempts to deconflict the schedules. POCs may be asked to adjust class dates in order to maximize use of on-base lodging, thereby saving TDY-to-School dollars. Letters of justification as to why the class/event cannot be moved are required.

2.5.5. Final Lodging Analysis. After all Maxwell courses and events have been submitted in AUREPM, the Registrar Support Branch personnel will perform a final analysis. The results of this analysis will be briefed to the AU Registrar who may also request date changes. The AU/ Registrar will then brief the AU Director of Staff or Commander, as appropriate. The Registrar Support Branch will notify schools/units when the schedule has been approved.

2.6. Special Lodging Requirements. Special requirements will be submitted in accordance with the following procedures.

2.6.1. International Military Students (IMS). International Officers School (IOS) student lodging requirements are submitted for all Professional Military Education (PME) preparatory programs held at Maxwell AFB. This information is provided by the International Military Student Office (IMSO), and input into the AUREPM database by an appointed POC. For the AWC and ACSC prep programs, the POC will submit the total number of international officers expected during the initial schedule build. Lodging will work with IOS to determine arrival dates for each student and what type of lodging is required (on- or off-base). As the IMS arrive, IOS will update AUREPM with the number of students actually lodged on base. Once all IMS have arrived and the final on-base count has been established, Registrar Support will notify AWC and ACSC POCs of the final number so that the lodging requests for the resident DE courses can be updated to match. For the SOS prep program, the same process for AWC and ACSC will be followed. In addition, the POC will identify the SOS resident class number that the IOS preparatory class feeds into by annotating the "lodging notes" section of the AUREPM submission screen. This note ensures that the Maxwell Lodging Office can identify students who will remain in lodging for both classes. For IMS attending other Maxwell programs, the reservations will be made the same as for other students attending the same program.

2.6.2. Instructors, Guest Speakers, and Support Personnel. For AU official programs, group lodging can only be requested for students attending the course. Instructors, guest speakers, mentors and other support personnel who are not students will not be included in the program/class quota numbers or lodging requests. These people fall into the Space Available category and lodging must be procured directly through the Lodging reservations desk. As soon as dates and numbers are known, a list should be forwarded to Lodging for the entire fiscal year to assist with scheduling Space Available lodging.

2.6.3. Senior Ranking Students. Senior Officers and equivalent (O-6, GS-15) and Chief Master Sergeants in student status should be counted in the appropriate quota type and

appropriate rank section of the class submission screen in AUREPM, and identified in the Lodging Notes. Lodging will attempt to provide rank-appropriate lodging. Such assignment may require the splitting of a class between buildings.

2.6.3.1. Flag Officers and equivalent (O-7 and above, Senior Executive Services) in student status should be counted in the appropriate quota type and in the appropriate rank section of the class submission screen in AUREPM and identified in the Lodging Notes section. These student's names should also be submitted to AU Protocol on an AETC IMT 88, *AETC Distinguished Visitors Notification*. Distinguished visitors, both as guest speakers and/or base visitors are also managed through AU Protocol using the AETC IMT 88.

2.6.4. Follow-on and Continuation Courses. Some students may be attending classes scheduled immediately before or after other classes. The students should be counted in both program's class scheduled numbers and lodging requests. If these students wish to stay in the same lodging room for the duration of both classes, a note must be put in the Lodging Notes section of AUREPM for both classes. Include the number of students, which classes are involved, and send the list of names to Lodging so they can attempt to book the room accordingly. *Example: 18Jun12: Four students from this class will be continuing on to AU101 12B.* Depending upon availability, there is no guarantee that the student/s will be able to remain in the same room.

2.6.5. Courses Scheduled in Conjunction with AWC and ACSC Graduations. For students scheduled to attend official programs immediately following their AWC or ACSC graduation, arrangements must be made with base lodging. Students living in base housing must coordinate with the Housing Office to secure a later departure date until the end of the second course. If the student lives off base and will be moving into lodging during that period, they should contact Maxwell lodging office to arrange for lodging, to include any family members that may be accompanying them. These students are not included in the AUREPM lodging request, or on the roster submitted to Lodging. While not included in the lodging request, they will be reported for student production accounting and on graduate rosters IAW AUI 36-2626. Note that if the student remains for the second course without reporting to their next duty station first, they remain in a PCS status until the end of the second course.

2.6.6. Squadron Officer College (SOC) Courses. SOC requires that individual members of flights be lodged as close together as possible and will submit an initial roster of students scheduled to attend Squadron Officer School in residence 14 calendar days before the class start date to the Lodging office. This roster will at a minimum contain names, initial flight assignments, and genders. Lodging will use this roster to assign lodging rooms, keeping students as close as possible to the other students in their flight, while avoiding mixed-gender bathroom arrangements. Roster additions and deletions will be sent to lodging as soon as received by SOC.

2.7. Lodging Requests Updates. Lodging requests in the AUREPM system must be kept current at all times. POCs will update the AUREPM database (or notify Registrar Support if no access is available) anytime there are changes to program/event offering dates, student arrival/departure dates, the number of scheduled students, the number and/or rank of lodging rooms, and when any special instructions are modified. Changes to class/event data and

lodging reservations are made via the AUREPM database. For any changes submitted after the roster has been submitted to the lodging office (14 days prior to start date), AU Registrar Support will also notify base lodging via e-mail to ensure timely update of the lodging system. Changes to the original requested dates and/or number of lodging rooms may result in a change to the original projected lodging location.

2.7.1. Cancellation. The POC will submit the change through AUREPM as status “CX”, and remove both the scheduled quotas and the lodging requests. The start and stop dates, and lodging arrival and departure dates will remain in the system to create an audit trail of the original request.

2.7.2. Date Change. Changes should be made as soon as known but no later than 30 days prior to the class start date. Prior to making a final decision on a date change, the school/unit POC should check lodging availability for the proposed new time slot, by checking AUREPM or contacting AU Registrar Support. Once the new date is determined, the POC will submit the change through AUREPM as status “CD”. Update the class/event start and stop date as well as the projected lodging arrival and departure dates.

2.7.3. Student/Participant Quantity Change: The POC will update AUREPM as soon as the change to scheduled students/participants is known. The AUREPM status will be “CQ”. Update the number of students/event participant scheduled quotas, as well as the number and type of lodging rooms required.

2.7.4. Student/Participant arrival. For all official programs, workshops or seminars, unit training (OEA) the POC will update AUREPM when students actually arrive. The AUREPM status will be “E”. Input the actual number of students or event participants by component, and the actual number that are in lodging. For production accounting of students attending official programs, update graduate numbers IAW AUI 36-2626. Events categorized as “SE-Special Events” are not required to report actual participants as “Entered”. However, the “Scheduled” number and room requests should always reflect the most accurate count. Special Events and lodging requests supported by AU are reported annually.

2.8. Required-on-Base (ROB) Status. If a course or event has a valid mission requirement that the sponsor feels requires on-base lodging, the sponsoring unit commander may request ROB status.

2.8.1. To request ROB status, submit a letter to AU Director of Staff through the AU Registrar Support branch. This should be done, when possible, prior to or during the annual AU Operations and Planning Schedule (AUOPS) build data call in the spring of each year. The request must be made prior to initial scheduling of the program/event and prior to requesting lodging. If changes to dates, length or number of rooms requested after the initial assignment of on-base lodging are made, the Registrar Support branch and Maxwell Base Lodging will analyze availability, other programs/events affected, etc. On-base rooms cannot be always guaranteed, pending student throughput.

2.8.1.1. Registrar Support coordinates with lodging to determine other programs/events in session during that time frame, identifies any courses that would be displaced, any additional cost of displacement and impact on the TDY-to-School

fund. The data is then analyzed and a package forwarded to AU/DS for final determination and approval/disapproval. Attachment 3 is a template of the request letter.

2.8.1.2. If the request is approved, Registrar Support Branch personnel will email a copy of the approved letter to the requestor, update the weight in AUREPM and notify Lodging. If the request is denied, Registrar Support will notify the requester and indicate the reason for denial. A list of current programs/events granted ROB status is filed in the Registrar Support Branch official files.

2.9. Actual Location/Reservation Assignment: The lodging office reviews requests in AUREPM, and inputs information into the lodging reservation system. The assigned weight is used to determine the actual location of lodging (see paragraph 2.2). When room locations are determined, lodging personnel will update AUREPM with the actual location and reservation number. POCs can query the lodging reports in AUREPM to view this information as needed.

3.1. Maxwell Lodging Steering Committee. IAW AFI 34-246, Chapter 3, AETC bases are required to create annual class schedules and review with the lodging general manager. At Maxwell AFB, this requirement is filled by the Lodging Steering Committee. This Committee is chaired by the AU Registrar in coordination with 42 FSS/FSVL, and is comprised of representatives from each school/unit requiring group lodging. The Lodging Steering Committee meets quarterly, as a minimum, thus fulfilling the requirement to review schedules for accurate forecasting of the next 3 months. This meeting is the forum for discussing lodging issues, questions, problems and solutions. The July meeting is when the initial schedules for the upcoming fiscal year are reviewed. All organizations are encouraged to send a representative even if there are no immediate issues, as meeting discussions may affect lodging at a later date. The primary focus of the Lodging Steering Committee is to maximize the use of on base lodging.

4.1. Personally Identifiable Information (PII): Student PII will be protected at all times in both written and digital format. E-mails containing PII, FOUO and Privacy Act Information sent to other Air Force or DoD offices for official purposes shall be encrypted. Additional protection methods, to include password protecting the information in a separate Microsoft Office™ document, may be used when encryption is not possible. Do not send the above information to distribution lists or group e-mail addresses unless each member has an official need to know the personal information. Official email messages will be digitally signed and encrypted (MGS). Before forwarding emails you have received that contains personal information, verify that your intended recipients are authorized to receive the information under The Privacy Act.

DAVID S. FADOK, Lt Gen, USAF
Commander & President, Air University

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

AFPD 34-2, *Managing Nonappropriated Funds*, 21 June 2012
AFI 34-246, *Air Force Lodging Program*, 9 November 2007
AUI 36-2626, *Air University Schools Class Scheduling and Student Production Reporting Procedures*, 2 August 2012

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*
AETC IMT 88, *AETC Distinguished Visitor Notification*

Abbreviations and Acronyms

ACSC—Air Command and Staff College
AETC—Air Education and Training Command
AFERB—Air Force Education Requirements Board
AFIT—Air Force Institute of Technology
AU—Air University
AUOPS—Air University Operations and Productions Schedule
AUREPM—Air University Registrar Education Program Management System
AWC—Air War College
AY—Academic Year
CFM—Career Field Functional Manager (in reference to the AFERB process)
DCPDS—Defense Civilian Personnel Data System code (Used to identify a program in the DCPDS)
DS—Director of Staff
ETCA—Education and Training Course Announcement website
FM—Financial Management
FY—Fiscal Year
ID—Identifier
OAT—Officer Accessions Training
OEA—Other Educational Activity; Non-official educational event, seminar, workshop
OPR—Office of Primary Responsibility
OTA—Oracle Training Application
PEC—Program Element Code
PGL—Program Guidance Letter
PCE—Professional Continuing Education
PDS—Personnel Data System Code (Used to identify a program in milPDS)
POC—Point of Contact
PME—Professional Military Education
PRD—Program Requirements Document
SAASS—School of Advanced Air and Space Studies
TT—Technical Training

Terms

Class—An offering of an officially approved educational program also used in AUREPM for offering of OEA or event

Program (Course)—Approved Education

Special Event—Non-educational event requiring lodging on Maxwell AFB, such as a band performance, graduation ceremony, air show, etc

Attachment 2
AUREPM DEFINITIONS

Figure A2.1. Applicable AUREPM Menus

Course Plans & Scheduling: Contains all input and query screens, and report requests in support of student production reporting.	
	Course: Contains input and query screen for course information and the Course Master Listing Report
	Class: Contains input, update and query (“review”) screens for class offerings, the AUOPS report and other production reports
	Special Events: Contains input, update and query (“review”) screens for special events
	Lodging: Contains query and report information for Maxwell AFB lodging requests, available rooms and individual reservation information
	Baseline: Contains basic AU Digest and MMTR report worksheets
	Support: Contains screens for input of system support data maintained by the AU Registrar office

Figure A2.2. Codes for AUREPM Data

Course Category and Category Subtype:	
ACAD	Academic (Graduate or Undergraduate Education)
	GED Graduate Education
	UGED Undergraduate Education
PCE	Professional Continuing Education
	REG Regular PCE
	MED Medical PCE
PME	Professional Military Education
	OPME Officer PME
	EPME Enlisted PME
	JPME Joint PME
OAT	Officer Accessions Training
	AECP Airman Education Commissioning Program
	NECP Nurse Education Commissioning Program
	OTS Officer Training School
	ROTC Reserve Officer Training Corps
TT	Technical Training
	3-Level
	5-Level
	7-Level
	9-Level
OEA	Other Education Activities (non-official workshops or seminars)
	SEM Seminar
	WS Workshop
	JROTC Junior Reserve Officer Training Corps
	OTH Other
SE	Special Event (non-educational in nature, such as graduation ceremony, band performance, IG team visit, etc). Input into AUREPM for lodging request purposes only.

Figure A2.3. Codes for AUREPM “Class Scheduling Submission” Screen

<i>Codes for AUREPM “Class Scheduling Submission” screen:</i>	
BASIC DATA:	
Class/Event Status codes: (Used to communicate to the Registrar Support Branch and Financial Management personnel the intent of the submission).	
I	Initial Build (Used during the initial AUOPS build)
A	Add after initial build (Used only for offerings added after the AUOPS build is approved.)
C	Correct previously Submitted Data (input incorrectly)
CD	Change Date
CDQ	Change dates and quotas simultaneously
CQ	Cancel (Cancel a class that was previously scheduled-not used to delete class entered in error.)
E	Entered (Actual arrival of students in a class offering or participants in an event.)
G	Graduated or completed a class
O	Other change not listed (specify the issue in the class notes field.)
R	Reallocation, request to move funded quotas from one course to another
U	Unfunded request. Used for school POC to submit unfunded quota request to AU/FM for an AETC funded course.
NOT TAUGHT	Used only during initial schedule build to indicate a course that received AFERB funded quotas, but will not be taught that FY
Class/Event Location: (<i>Note: Codes are added as needed; the following represents the only locations that would require lodging on Maxwell AFB.</i>)	
G	Gunter
M	Maxwell
O	Other. Note: For lodging purposes use this code if the event is held in the local area but not on base, and lodging is requested on Maxwell AFB. This is the location of the class or event, not the location of the requested lodging.
Class/Event Delivery Method:	
RES	Resident. Student/Participant is TDY to the course school house or event location. Note: All classes/events requesting lodging IAW with this AUI are considered <u>resident</u> on Maxwell AFB. A rare exception is when a school house such as AFIT or AFSC holds a class offering at Maxwell that is normally taught in resident at the school house. This method of delivery will be “OS”, but location will be “M=Maxwell”.
OS	On Site (Instructor travels to student location)
Funding Status:	
Yes	If sponsor funded students are scheduled
No	If all students are local or user funded
QUOTAS:	
Air Force Funded Quotas	Students whose TDY or PCS is funded by the listed Air Force Sponsoring agency, and are programmed on a published PGL
Local/User Funded Quotas	Students whose TDY or PCE is funded by other than the sponsoring agency (Local unit or command), or are local at the same base as the school house. The “Programmed” column of quotas for this section will be populated only if user funded quotas are published on a PGL
LODGING REQUESTS:	
Projected Arrival/Departure Dates	Input dates the majority of participants will arrive/depart
Billet Projected	Input the total number by rank grouping that are expected to require rooms
Class Lodging Notes	Input the POC and any special notes for Maxwell AFB lodging
DL Data	N/A

Attachment 3

REQUIRED-ON-BASE REQUEST LETTER SAMPLE

DATE

MEMORANDUM FOR AU/DS
THROUGH AU/CFRS

FROM: (YOUR SCHOOL/ORGANIZATION'S COMMANDER)

SUBJECT: Required-On-Base Status Request

1. Request that the following course / special event be lodged on base:

Course/Event Number:
Course/Event Name:
Total Number of Participants:
Start Date:
End Date:

This is a one-time / annual (circle one) requirement.

2. Justification/Mission Impact: Justification as to why this is an ROB event--how critical is it to the curriculum, is it a core subject for the students or an elective; what commitments to the DoD or civilian community require it to be on-base (funding, special base facilities); what special factors require on-base lodging (e.g., long, contingency-type hours during exercise simulation, after-hour access to unique facilities).

3. Point of contact for this request is (name), (email address), (phone number).

//Signed//
COMMANDER'S SIGNATURE BLOCK

1st Ind, AU/DS

MEMORANDUM FOR (YOUR SCHOOL/ORGANIZATION'S COMMANDER)

Your request is approved / disapproved.

//Signed//
DS SIGNATURE BLOCK
Director of Staff

Attachment 4**JUSTIFICATION FOR CLASS DATES LETTER SAMPLE**

DATE

MEMORANDUM FOR AU/CFR

FROM: (YOUR SCHOOL/ORGANIZATION'S COMMANDER)

SUBJECT: FY12 Recommended Course Moves for (Course/Event ID)

1. We are unable to change the dates for (Course/Event ID and name) due to...(State justification as to why the class cannot be moved, impact if moved, etc).
2. Impact on mission if moved...
3. State POC name and phone number.

//Signed//
COMMANDER'S SIGNATURE BLOCK