

**BY ORDER OF THE COMMANDER  
307TH BOMB WING**



**DEPARTMENT OF THE AIR FORCE  
MANUAL 34-135**

**307 BOMB WING**

**Supplement**

**30 MAY 2025**

**AIR FORCE LODGING PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Colonel Jeremy Moore)

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This instruction implements and extends the guidance of Air Force Policy Directive (AFPD) 34-6, *Air Force Lodging*, DAFMAN 34-135, *Lodging Program*, Department of Defense (DoD) Manual 4165.63, *DoD Housing Management*; and DoD Instruction 1015.12, *Lodging Program Resource Management*. It establishes the 307th Bomb Wing (307 BW) reserve procedures for making lodging reservations for Unit Training Assemblies (UTA) and Additional Flying Training Periods (AFTP) in accordance with DAFMAN 34-135, *Lodging Program*. It is intended to be used by eligible 307th Bomb Wing members who require lodging and to ensure lodging is provided in the most cost-effective manner for UTAs and AFTP. DAFI 90-160, *Publications and Forms Management*. It provides guidance and procedures on creating, managing, and disseminating directive and nondirective publications and forms throughout the Air Force. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Department of the Air Force Form 847, *Recommendation for Change of Publication*, route DAF Form 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained and disposed of in accordance with the Air Force Records Disposition Schedule (RDS).

### **SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Major changes include: Lodging for walk-ins will not be provided by the 307 BW; updates to disciplinary action steps for no-shows; email 40As for Readiness Management Periods (RMPs) and rescheduled

UTAs to the Wing Lodging Monitor (WLM) email organization boxes at least three days prior to the member's stay; make reservations in the Automated Lodging Reservation System quarterly in advance instead of one month in advance; make reservations in the Automated Lodging Reservation System via phone line or through new mobile application feature; submit lodging explanation letters by Sunday 1600; updated lodging explanation letter template with required contents in [Attachment 2](#); adds the requirement for all Squadron Lodging Monitors (SLMs) to attend mandatory quarterly training; clarifies when having an unauthorized guest is considered lodging abuse; adds definitions of new recruit and long deployment; send newcomer information to the WLM by completing the 307 BW Form 1 NLT 0800 hours (CST) Wednesday prior to the UTA.

**1. Overview.** This version updates the reservation process with the use of the Automated Lodging Reservation System (ALRS), new mobile application feature, and an abuse policy. Members can make reservations or changes in the ALRS via phone line or by mobile application. Mobile app instructions are provided to members through a generated text message from the ALRS upon initial application request. Members can obtain detailed download instructions from their SLM. Lodging for reserve members is a privilege offered by the command to lessen the monetary burden on unit members performing approved Inactive Duty for Training (IDT) periods. The unit member accepts complete responsibility for any unauthorized guests with whom they choose to share lodging. Single occupancy rooms are not guaranteed. An unauthorized guest is defined as, "person(s) that are not military members affiliated with 307 BW." Double occupancy rooms may be implemented for such reasons as financial considerations, military necessity, space-A, etc. Unauthorized guests will be required to vacate the room if double occupancy is implemented.

1.1. The WLM requires a copy of 40As for all RMPs and rescheduled UTAs at least three days in advance. In order to alleviate billing delays, all reschedules must be accomplished two weeks prior to the end of the fiscal year in order to close out the lodging government purchase card.

1.1.1. Lodging for RMPs will be authorized on a case-by-case basis by the 307th Mission Support Group Commander (MSG/CC) having final approval authority. All AF Form 40As must be accompanied by an email of approval from the MSG/CC.

1.2. If an individual has Active Duty Training (ADT) lodging needs in conjunction with an established Unit Training Assembly (UTA) weekend, they must contact the Barksdale Air Force Base (BAFB) lodging office by Monday prior to the UTA. This will prevent the need to move rooms upon duty status change (e.g., Annual Tour (AT) to UTA.)

1.3. Unit members changing duty status must notify the Lodging Desk before 1100 hours on the last day of that duty status. This includes paying all applicable charges and, if necessary, turning in room keys to vacate the room. To avoid vacating their room, members should verify length of stay, notify clerk of dual status and pay applicable charges at check-in. The most common duty status changes are those from UTA to active duty status, or vice-versa.

1.4. Lodging reservations will be made via the ALRS for main and alternate UTAs. The ALRS is designed to allow reservations to be made one UTA in advance. If a member makes reservations and forgets their lodging assignment, they should call the ALRS to review their assignment. Members can access the ALRS via phone line or mobile application.

1.5. To make reservations, members must call the ALRS no later than (NLT) 1200 hours Central Standard Time (CST) Wednesday prior to the UTA. At 1201 hours CST, the ALRS will not allow reservations to be made. However, the ALRS will continue to allow room cancellations after 1201 hours CST.

1.6. In the event a member arrives at the front desk without a reservation, they may utilize lodging at their own expense. The 307 BW will not pay for the lodging of members who fail to comply with this directive (EXCEPTIONS: new recruits, members returning from long deployment, etc.) If the member refuses to pay for lodging, they will be directed to contact their First Sergeant and/or SLM.

1.7. To change or cancel reservations, members must call the ALRS phone line or mobile application NLT 1200 hours CST Wednesday prior to the UTA, to avoid being a no-show.

1.8. Members will not contact Barksdale Inn lodging directly to attempt to procure or cancel main and alternate UTA accommodations. The ALRS phone line or mobile application is the only source utilized to make main and alternate UTA lodging reservations. Any deviation to that requirement, (e.g., contacting Barksdale Inn lodging office to circumvent the system,) will result in the member being responsible for payment for their lodging accommodations. (EXCEPTIONS: New recruits, members returning from long deployments, etc.)

## 2. Responsibilities:

2.1. The 307th Bomb Wing Commander (307 BW/CC) will:

2.1.1. Oversee the 307 BW Lodging Program

2.1.2. Conduct lodging briefings at monthly Newcomers Brief, can be delegated.

2.1.3. Delegate program responsibility to the 307 MSG/CC.

2.2. The 307 MSG/CC will:

2.2.1. Mandate the use of the ALRS phone line or mobile application for lodging reservations for 307 BW members for main and alternate UTAs.

2.2.2. Take disciplinary action against any 307 BW members who abuse lodging privileges in accordance with this instruction.

2.3. All 307th Group/Squadron Commanders will:

2.3.1. Appoint a full-time unit member as the SLM and an alternate.

2.3.2. Ensure new members attend the 307 BW/CC lodging newcomers briefing.

2.3.3. Notify the 307 BW WLM of changes to the UTA schedule.

2.3.4. Ensure the Commander Support Staff or SLM emails the AF Form 40A, *Record of Inactive Duty Training* for all IDT lodging needs to the WLM ([307fss.svf.307lodging@us.af.mil](mailto:307fss.svf.307lodging@us.af.mil)) at least three days prior to member's stay. Sections I-III of AF Form 40A must be completely filled out and must have the authorizing official's signature "ONLY." As a reminder, emails containing personally identifiable information (PII), such as social security numbers, home address, etc., cannot be emailed from a .mil email account to a .com (or commercial) email address under current DoD IT security policy.

2.3.5. Provide reasons in writing for no-shows and walk-ins NLT 1600 on Sunday of each main UTA to the 307 BW/CC. **Attachment 2** illustrates the required letter information. The letter must be signed by the Commander or First Sergeant. The letter must contain:

2.3.5.1. The total number of lodging offenses (walk-in and no-show) within the last 24 months for each member listed.

2.3.5.2. An explanation of what led to the member becoming a walk-in or no-show and a detailed explanation of what will be done to prevent the same occurrence in the future.

2.3.5.3. A statement of the Commander's recommendation to suspend or not suspend lodging privileges.

2.3.5.4. A statement with the effective date and restoration date if lodging privileges are being revoked.

2.3.5.5. The statement "The appropriate level of disciplinary action has been taken" if an action other than revoking lodging privileges has been taken.

2.3.6. Take disciplinary action regarding no-shows in accordance with this instruction. "No-Shows" are defined as: Members who have made reservations in the ALRS and fail to show up the first day of the reservation before check-in cutoff time set by each hotel. No-show letters are required for all members who fail to cancel reservation in the ALRS regardless if hotel charges 307 BW.

2.4. The SLM will:

2.4.1. Serve as the unit's point of contact (POC) on all IDT lodging reservation issues.

2.4.2. Attend mandatory quarterly SLM training.

2.4.3. Notify the 307 BW WLM of squadron level lodging issues/concerns for their members.

2.4.4. Ensure unit members are fully briefed on the ALRS and mobile application process.

2.4.5. Utilize 307 BW Form 1 for the following:

2.4.5.1. Section 1: Add/Remove Member: Provide the names of new unit members (to include members listed on the monthly Newcomer's List,) to the WLM for entry into the ALRS by 0800 hours CST Wednesday prior to the UTA.

2.4.5.2. Section 2: Make Another Reservation: When a member is required to make another reservation for the same dates in the ALRS because they canceled their original reservation. Request requires members SLM approval.

2.4.5.3. Section 3: Complete section 3 when a member requests lost/misplaced user id number or password. Email requests to [307fss.svf.307lodging@us.af.mil](mailto:307fss.svf.307lodging@us.af.mil)

2.4.6. Email [307fss.svf.307lodging@us.af.mil](mailto:307fss.svf.307lodging@us.af.mil) to coordinate all additions, removals, issues, concerns, questions, complaints, etc. regarding lodging.

2.4.7. Notify the 307 BW WLM of any and all rescheduled UTAs if the unit will require ten or more rooms during the reschedule.

2.5. The Member will:

2.5.1. Contact SLM first prior to contacting WLM for any of the ALRS and/or mobile application issues (UTA reservations, 40As, user ID/password request, etc.)

2.5.2. Utilize the ALRS phone line or mobile application to make, modify or cancel lodging reservations for main/alternate UTA weekends and 40a (i.e., EQT, RMP, and rescheduled UTAs).

2.5.3. Make reservations or changes NLT 1200 hours CST on Wednesday prior to the UTA.

2.5.4. Contact the BAFB lodging office directly for lodging needs for days other than on established main/alternate UTA weekends and 40As (i.e., EQT, RMP, and rescheduled UTAs).

2.5.5. Be responsible for payment of personal charges (e.g., telephone, in-room resale items, late checkout fees, etc.)

2.6. 307 BW WLM will:

2.6.1. Provide a trained Services member to the Lodging Office on main UTA weekends, if requested by Barksdale Inn Management.

2.6.2. Coordinate annual UTA lodging requirements with Barksdale Inn Management.

2.6.3. Enter required inventory into the ALRS.

2.6.4. Forward reservation reports from the ALRS to Barksdale Inn Lodging Office and Contract Quarters reservation office in accordance with this instruction.

2.6.5. Forward final changes to the ALRS reservation report to the lodging office prior to 1600 hours on the Friday before the UTA.

2.6.6. Validate the no-show/no reservation list provided by Barksdale Inn Lodging office and Contract Hotel Management and provide that report to the 307 BW/CC prior to the next UTA.

**3. Check In/Out Procedures:**

3.1. Check in is between 1400 hours the Friday before a UTA and no later than 0500 hours Saturday morning of the UTA.

3.2. Members staying in off-base contract quarters need only check in at their assigned hotel.

3.3. All lodging guests must physically check-out at the Lodging Desk before 1100 hours on the morning after the last night of their stay. At check-out, unit members will turn in their building/room keys, pay all applicable charges (including in-room snacks, beverages, telephone and other charges) and vacate the room. An extra day's lodging fee will be charged to the member (at their expense) for failure to vacate and check-out of a room by the required check-out time.

3.4. Unit members staying off-base in contract quarters are required to check-out at the hotel before the stated check-out time and pay all applicable room charges, and turn keys into the front desk clerk.

**4. Lodging Privileges Abuse:** The 307 BW will not tolerate improper lodging use or abuse. Violations could result in disciplinary actions and/or loss of lodging privileges.

4.1. Examples of lodging abuse.

4.1.1. Member refuses an assigned room without approval from the WLM or 307 MSG/CC. The 307 BW will provide member with a standard room, any upgrades will be the member's responsibility to pay (e.g., TLF units, DV suites, etc.)

4.1.2. Member fails to cancel reservations as required by [paragraph 1.7](#) and becomes a no-show.

4.1.3. Member and/or guests are rude or unprofessional to front desk staff at both on and off-base quarters.

4.1.4. Member and/or guests violate Lodging Office rules and regulations, or damage lodging facility property.

4.1.5. Member fails to check out by the specific check-out time set by contract hotel and/or Barksdale Inn. An incomplete check-out can include the member failing to return the room/building key, failing to pay all applicable room charges in full and failing to clear personal possessions out of the room.

4.1.6. Member allows unauthorized guests to remain in a double occupancy room.

**5. Penalties For No-Shows:** In an effort to keep no-shows at zero or to a minimum, the following consequences will apply:

5.1. 1st offense: Discipline will reside at Unit CC level.

5.2. 2d offense: Discipline will reside at the Group CC level. No-Show Letter requires Unit CC and Group CC digital signatures and must be routed to 307 FSS Lodging org box by COB Sunday of UTA.

5.3. 3d offense: Personnel are suspended indefinitely from 307 BW lodging privileges. No-Show Letter requires Unit CC and Group CC signatures and must be routed to 307 BW/CC for signature and then routed to 307 FSS Lodging org box.

5.3.1. Group CC must request in writing to 307 BW/CC to reinstate member's lodging privileges. The request should be routed to 307 BW/CC for decision and then routed to 307 FSS Lodging org box.

5.3.2. Wing lodging office must be notified of all No-Show Letters and Reinstatement Requests through 307 FSS Lodging org box.

5.4. **DTF Flight 1st offense:** Resides at Flight Chief level

5.5. **DTF Flight 2d offense:** No-Show Letter requires Command Chief's signature and should be routed to 307 FSS Lodging org box by COB Sunday of UTA.

5.6. **DTF Flight 3d offense:** Personnel could be suspended indefinitely from 307 BW lodging privileges. No-Show Letter requires Command Chief's digital signature and should be routed to 307 BW/CC for digital signature and then routed to 307 FSS Lodging org box.

5.6.1. Command Chief must recommend disciplinary actions up to suspended lodging privileges in writing to 307 BW/CC and then to 307 FSS Lodging org box once 307 BW/CC makes a decision.

5.6.2. Wing lodging office must be notified of all No-Show Letters and Reinstatement Request through 307 FSS Lodging org box.

**6. Complaint Procedures:** In order to properly address and resolve lodging complaints by 307 BW members, the following steps must be completed:

6.1. For issues that pertain to situations unique to duty status, members must try to resolve problems at the lowest possible level by using the chain-of-command below:

6.1.1. Contact his or her SLM to get a Customer Complaint Record

Form. 6.1.2. Contact his or her Unit CC or first sergeant.

6.1.3. Contact the WLM.

6.1.4. Contact the 307 MSG/CC.

6.2. All complaints, which include those regarding health and/or safety issues involving off-base contract quarters, should be reported to the 307 BW WLM through email, NLT COB Sunday of the UTA on which the incident occurred. The 307 BW WLM will see that all complaints are followed- up and answered promptly.

**7. ALRS Down Time:** The ALRS will be off-line during 0600-1000 hours on UTA weekends for maintenance. No reservations can be made, cancelled or reviewed during this time.

DAVID M. MARTINEZ, Colonel, USAF  
Commander

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

AFI 34-135, *Air Force Lodging Program 1 July 2019*

AFI 90-160 *Publications and Forms Management 13 April 2022*

AFMAN 33-322, *Management of Records 21 July 2019*

AFPD 34-1, *Services 19 July 2023*

DoD Manual 4165.63, *DoD Housing Management, 28 Oct 10, IC 31 Aug 2018*

DoD Instruction 1015.11, *DoD Lodging Policy, 23 Jan 23*

***Prescribed Forms***

307 BW Form 1, *Automated Lodging Reservation System*

***Adopted Forms***

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

AF Form 847, *Recommendation for Change of Publication*

Customer Complaint Form

***Abbreviations and Acronyms***

**ADT**—Active Duty Training

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFTP**—Air Force Training Period

**ALRS**—Automated Lodging Reservation System

**AT**—Annual Tour

**BAFB**—Barksdale Air Force Base

**BW**—Bomb Wing

**COB**—Close of Business

**DoD IT**—Department of Defense

**DTF**—Development Training Flight

**DV**—Distinguished Visitors

**FSS**—Force Support Squadron

**FY**—Fiscal Year

**ID**—Identification

**IDT**—Inactive Duty Training

**MSG/CC**—Mission Support Group Commander

**NLT**—No Later Than

**OPR**—Office of Primary Responsibility

**PII**—Personally Identifiable Information

**PIN**—Personal Identification Number

**POC**—Point of Contact

**RDS**—Records Disposition Schedule

**RMP**—Readiness Management Period

**SLM**—Squadron Lodging Monitor

**Space A**—Space Available/Space Availability

**TLF**—Temporary Lodging Facility

**UTA**—Unit Training Assembly

**WG/CC**—Wing Commander

**WLM**—Wing Lodging Monitor

***Terms***

**New Recruit**—A member who is performing their first UTA.

**Long Deployment**—a deployment or TDY that lasts for 90 days or more.



DEPARTMENT OF THE AIR FORCE  
AIR FORCE RESERVE COMMAND  
307th BOMB WING  
BARKSDALE AIR FORCE BASE LOUISIANA

DATE

**Attachment 2**  
**EXAMPLE MEMORANDUM FOR 307FSS/FSV**

MEMORANDUM FOR 307 FSS/FSV

FROM: Unit/CC

SUBJECT: Explanation of Lodging No Shows

1. An explanation for the lodging no shows is as follows:

No-Show: (Member's rank and name) – (Detailed explanation of what led up to the event and what is being done to prevent it from reoccurring). This is the member's 2<sup>nd</sup> offense in the last 24 months. (Verbatim) I will/will not revoke lodging privileges at this time. (Verbatim) Lodging privileges will be revoked effective the (month and year) UTA and will be restored for the (month and year) UTA. (To be used verbatim if lodging privileges will be revoked). The appropriate level of disciplinary action has been taken. (To be used verbatim if lodging privileges are not being revoked).

Unit/CC Signature Block  
Commander

cc:

Unit Lodging Monitor

DISTRIBUTION:

1st Ind, 307 MSG/CC

DATE

MEMORANDUM FOR 307 FSS/FSV

1. I recommend approval / disapproval for the reinstatement of **rank/name** lodging privileges.

**Group/CC Signature Block**  
Commander



DEPARTMENT OF THE AIR FORCE  
AIR FORCE RESERVE COMMAND  
307th BOMB WING  
BARKSDALE AIR FORCE BASE LOUISIANA

DATE

MEMORANDUM FOR 307 FSS/FSV

FROM: Unit/CC

SUBJECT: Explanation of Lodging No Shows

1. Explanations for the lodging no shows/walk-ins for rank/name are as follows:

**First No Show (example):** September 2020- Member worked civilian job late Friday night and drove straight to UTA on Saturday, did not realize he needed to check in prior to 0600 on Saturday.

**Second No Show (example):** January 2022- Unable to travel due to weather; cancelled flights because of snow storm.

**Third No Show (example):** February 2022- Unable to travel due to weather; Wing Commander approved excusal, unit lodging monitor was aware of cancellation.

2. This is the member's 3rd offense in the last 24 months.
3. I recommend approval / disapproval for reinstatement of rank/name lodging privileges.
4. Point of contact for this memorandum is POC email address/contact number.

Unit/CC Signature Block  
Commander

cc:

Unit Lodging Monitor

DISTRIBUTION:

1st Ind, 307 MSG/CC

DATE

MEMORANDUM FOR 307 FSS/FSV

1. I recommend approval / disapproval for the reinstatement of **rank/name** lodging privileges.

Group/CC Signature Block  
Commander

2nd Ind, 307 BW/CC

DATE

MEMORANDUM FOR 307 FSS/FSV

1. I recommend approval / disapproval for the reinstatement of **rank/name** lodging privileges.

Wing/CC Signature Block  
Commander