

**BY ORDER OF THE COMMANDER  
419 FIGHTER WING**

**419th FIGHTER WING INSTRUCTION  
34-135**



**16 JANUARY 2025**

**Services**

**LODGING PROCEDURES RESERVIST  
LODGING PROGRAM POLICY AND  
PROCEDURES**

**COMPLIANCE WITH THE PUBLICATION IS MANADATORY**

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**ACCESSIBILITY:** Publication is available on the e-Publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil) for downloading or ordering.

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

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OPR: 419 FSS/FSVL

Certified by: 419 FW/DS  
(Christy Fetzer)

Pages: 12

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This instruction implements Air Force Policy Directive (DAFPD) 34-1 and Air Force Manual (DAFMAN) 34-135, *Air Force Lodging Program*. It provides guidance and procedures on creating, managing, and disseminating directive and non-directive publications and forms throughout the 419th Fighter Wing (419 FW). It applies to all 419 FW members utilizing lodging reservations and using government lodging during all tours of duty for 419 FW personnel who stay in government-controlled lodging at unit expense. The procedures and entitlements of this wing instruction do not apply to unit members who do not wish to stay at contracted lodging at unit expense, and who opt to make their own private lodging arrangements at the member's own expense. This instruction explains standardized procedures for reserving, occupying, canceling, and paying for lodging during Unit Training Assemblies (UTA), Rescheduled UTA (RUTA), Inactive Duty Training (IDT), Annual Training (AT), and Active Duty for Training (ADT). Compliance for this instruction is mandatory for all members of the 419th Fighter Wing. Subordinate units need to send implementing or supplementing publications to the higher headquarters Office of Primary Responsibility (OPR) for review and coordination before publishing. Refer recommended changes and questions about this publication to the Office of Primary Responsibility OPR using the Air Force Information Management Tool (AF IMT) 847, *Recommendation for Change of Publication*; route AF IMTs 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 in accordance with Air Force Instruction 1 (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS). This instruction applies to all units and

members assigned or attached to 419 FW. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Department of the Air Force, Publications and Forms Management, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

## **1. Responsibilities.**

### **1.1. Wing Commander.**

1.1.1. Ensures compliance of lodging program policies and procedures.

1.1.2. Appoints a Wing Lodging Resource Advisor to manage the Wing Inactive Duty Training (IDT) Lodging Government Purchase Card (GPC) payments.

1.1.3. Appoints a Wing Lodging Monitor (WLM) point of contact (POC) to oversee the Wing Lodging Program.

1.1.4. Creates policy regarding no-shows and any lodging infractions.

### **1.2. Mission Support Group (MSG) Commander.**

1.2.1. Issues “Denial of Lodging” letters to members who are in violation of the Wings Commander’s policy request delegated by the WLM and the Force Support Squadron (FSS) Commander.

1.2.2. Approving and/or denying lodging authorization waivers in accordance with (IAW) the Wings Commander’s request, delegated, by the WLM and the FSS Commander.

### **1.3. Unit Commanders.**

1.3.1. Designates Unit Lodging Monitor (ULM) who acts as a liaison with the 419 FW Wing Lodging Monitor regarding UTA lodging reservations. The primary ULM will be a full-time member to assist members in between UTAs. Alternate ULM may be full-time or Traditional Reservists. Units may have more than one alternate.

1.3.2. Enforce wing guidance regarding reservists identified within the commuting/non-commuting area.

1.3.3. Work in conjunction with assigned ULM researching the unit’s lodging violations and approval/denying lodging waivers and hardships.

1.3.4. Approving/denying a lodging waiver authorization ([attachment 2](#)) to be up routed to the WLM and FSS Commander.

### **1.4. Wing Lodging Manager.**

1.4.1. Complies with all Air Force GPC program directives in administering the 419 FW IDT lodging payment process.

1.4.2. Maintains billing and payment documentation to ensure accurate accountability IAW Air Force requirements.

1.4.3. Works in conjunction with the hotels and approving authorities to ensure accuracy and timely payment of 419 FW IDT lodging bills.

1.4.4. Oversees the ULMs, tracks and assists with computer-generated unit lodging rosters and acts as liaison between commercial hotels and the 419 FW.

1.4.5. Provides lodging a copy of the computer-generated unit lodging roster, which identifies members authorized lodging at wing/unit expense during IDT periods.

1.4.6. Provides lodging a copy of the wing's annual UTA schedule as soon as it is finalized and approved (Jul-Sep time frame). Revalidates and updates data on an annual basis.

1.4.7. Provides 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.

1.4.8. Manages lodging reservations via the Automated Lodging Reservation System (ALRS) and the Lodging SharePoint.

1.4.9. Works with the ULMs to ensure all IDT lodging requirements are properly identified.

1.4.10. Actively monitors unit no-shows to ensure the unit does not pay for quarters not used and provides the no-show report to ULMs and unit commanders, for their action, as necessary.

1.4.11. Coordinates with Wing Commander, MSG Commander and FSS Commander on Issues first "Letter of Warning", "Denial of Lodging" Letter for members who are in violation of the no-show policy.

1.4.12. Route Lodging Authorization Waivers ([attachment 2](#)), to FSS and MSG Commanders for approval/denial.

1.4.13. Will ensure all new members receive guidance and handouts during newcomers.

### 1.5. Unit Lodging Monitors.

1.5.1. Work with the WLM to ensure only authorized unit members are provided IDT lodging.

1.5.2. Maintain the ULMs Continuity Binder and lodging spreadsheet by updating the following:

1.5.3. Copy of individual no-show letters for unit members (first notice, second notice, and revocation of lodging privileges) and monthly no-show lists.

1.5.4. Authorized Lodging List of unit members eligible for IDT lodging at unit expense and re-validate monthly.

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

1.5.6. Research unit member's no-shows for the previous UTA and have no-show report completed and returned to the WLM no later than COB of the Friday following the UTA.

1.5.7. Research Create Lodging Authorization Memorandum for their Unit Commander to get approved/denied for unit members in radius/ hardship requests.

### 1.6. Unit Members.

1.6.1. **All lodging members are required to sign attachment 3 to receive lodging.** This is their confirmation they understand the 419 FW Lodging Policy and how to use the ALRS.

1.6.2. Complies with the rules and procedures in this lodging policy.

1.6.3. Requests for regular scheduled UTAs will be directly through the ALRS application.

1.6.4. Any off cycle reschedules should be through the Lodging SharePoint <https://org.eis.afmc.af.mil/sites/419FW/419MSG/419SVF/Lists/419%20FW%20Master%20Lodging%20Reservations/Me.aspx> or by contacting their squadron ULM. All reservations should be made prior to signing out at the previous UTA. **Continued failure to make or keep reservations may result in loss of base lodging privileges.**

1.6.5. Member contacts their squadron ULM for any issues. If issues cannot be resolved with the squadron ULM then the WLM can then be contacted.

1.6.6. Makes hardship requests. If the request is for a waiver for the 50-mile radius, it must go to the Squadron Commander for approval. A copy of the approval is sent to the Wing Lodging Monitor and then sent to the FSS Commander. Hardship requests are updated annually to validate existing requests. The original request is kept at the unit. See [attachment 2](#).

1.6.7. Members are responsible for any personal charges incurred (i.e., telephone, in-room resale items, late check-out fees, etc.). These fees must be paid prior to being assigned lodging for the following month's UTA. Delinquent account notifications are sent by the hotel office to the wing lodging monitor. The wing lodging monitor will then send the notification to the member, the squadron lodging monitor, the Unit Commander, and First Sergeant for appropriate action.

1.6.8. Keep lodging room always secured. Individuals are responsible for any loss or damage occurring to government or commercial lodging property. Members should not leave valuables, (e.g., money, jewelry, credit cards, or other high-cost items) in their rooms. Lodging is not responsible for lost or stolen items.

## 1.7. Procedures.

1.7.1. Air Reserve Components (ARC) are authorized to pay lodging for their members in an IDT status in contracted lodging. Lodging is authorized for Reserve members traveling to inactive duty for training at a location more than 50 direct road miles from that member's residence. **For Unit Training Assemblies, all reservations must be reserved no later than 1530hrs Friday, ONE WEEK prior to upcoming UTA.**

## 1.8. How to Calculate Mileage.

1.8.1. Reference the Joint Travel Regulations (JTR) Uniformed Services Members and Department of Defense Civilian Employees to calculate all mileage. JTR paragraph 010205.

## 1.9. Member Acknowledgment Agreement.

1.9.1. Calculate once the member is qualified for lodging, the member will have to sign an acknowledgment Memorandum for Record (MFR) of understanding the rules, regulations, and violations for authorization of lodging (see [attachment 3](#)). Once that is

signed by the member and the ULM, this will be sent back to the WLM. The WLM will then create a profile with the ALRS.

1.9.2. Those who get back from Basic Training will be on the in-processing checklist to go over the Lodging instruction Policy and Authorization of Lodging MFR (see **attachment 3**) with the WLM. Those who are transferring to the 419<sup>th</sup> will receive the lodging MFR at Newcomers. The lodging MFR then must be signed by the member, the ULM and then the Wing Lodging Monitor.

## **2. Automated Lodging Reservation System (ALRS).**

2.1. The Automated Lodging Reserve System is an app where authorized lodging members can make their UTA reservations. This app can be download for free on from the Apple Store, Google Play, and other online stores like Android. Airmen must have a smartphone to download it. To use the app, Airmen must provide the following below to the WLM for it to be created.

2.1.1. RANK

2.1.2. FIRST AND LAST NAME

2.1.3. SQUADRON

2.1.4. SEX

2.1.5. PERSONAL EMAIL

2.1.6. PERSONAL CELL PHONE NUMBER

2.1.7. ZIP CODE

2.2. Once this information is provided to the WLM, the WLM will provide the ULM the Airman's issued identification number to set up their initial login.

2.3. From the booking screen, Airmen can reserve their hotel, view future reservations, and call the WLM if needed. They can also cancel their reservation from the app. When canceling a reservation, Airman need to cancel both nights individually.

2.4. ALRS is only used to book the typical UTA weekend. Any days in conjunction of the UTA, please ensure the members still reserve for their room through ALRS to let the WLM know where to place the member.

2.5. All UTA reservations will be due Friday a week before the UTA weekend. Any reservations after that Friday, is considered a walk in and will be reliable for their own lodging and lodging expenses.

## **3. Member Responsibilities.**

### **3.1. Lodging SharePoint.**

3.1.1. If additional lodging is required in conjunction with the UTA (before and/or after) the member is responsible to coordinate with their ULMs to add their reservation to the Lodging SharePoint.

<https://usaf.dps.mil/sites/419FW/419MSG/419SVF/Lists/419%20FW%20Master%20Lodging%20Reservations/Me.aspx>. A copy of the AF Form 40A must be provided to

the WLM prior to the lodging request being secured. Please do not forget to put the member's justification for additional lodging.

3.1.2. *Example:* SSgt Willy is remaking drill weekend from Jan 2024 UTA in conjunction with Feb 2024 UTA. The member will schedule their normal reservation for the February UTA through the ALRS app. Then the unit lodging monitor inputs on the lodging SharePoint the member will need January 31-February 4th for the additional days.

### **3.2. Inactive Duty Training (IDT).**

3.2.1. Members in an IDT status (UTA, Rescheduled UTA) are authorized unit paid lodging.

### **3.3. AT, RMP, and/or ADOS Orders In Conjunction With UTA.**

3.3.1. It is up to the members to reserve dates for AT, RMP, and/or ADOS orders. Members will use the ALRS app to reserve regular scheduled UTA dates. Wing Lodging Monitor will ensure member has lodging for the UTA dates.

### **3.4. Newcomers.**

3.4.1. New Airmen that are at Newcomers during the UTA, will receive their identification login from the Newcomers point of contact. The WLM will ensure they are covered for lodging their first time. After the first UTA, members will be responsible for making their own reservations via ALRS App. The 419 FSS Services team will be there to help newcomer members how to use the ALRS app and go over rules/regulations for lodging.

3.4.2. The Services team will hand out the Members Acknowledgment Agreement for Authorized Lodging to members who believe they are authorized lodging. The member will then give that agreement to their ULM to be reserved for the next UTA. If the member does not turn in their agreement to the ULM, the WLM can deny their reservation for the next UTA until they turn it in.

### **3.5. Cancellations.**

3.5.1. For cancellations that are more than 72 hours prior to check in, members are required to cancel through the ALRS app and through their ULM. The ULM will then notify the WLM.

3.5.2. If the member is faced with unforeseen circumstances the day they are supposed to check in; have the member directly call the assigned hotel as soon as possible. If any reservation is not properly cancelled by 2100 hours on the day of check-in the reservation will be considered a "No Show" and the member will be financially responsible for no-show charges incurred because of not properly following through with cancellation procedures.

### **3.6. Walk-In Guests.**

3.6.1. Members who fail to make a reservation within the allotted time frame after the Friday the week before the UTA, will be referred to as walk-in guests and will be responsible for 100% of their lodging expenses. If contracted lodging is unavailable, walk-in guests will also be responsible for making their own lodging arrangements. Should the member refuse to pay or is unable to pay for their own lodging arrangements, it will be up

to the unit if they will allow the member to reschedule the UTA to a later date. Exception letters are not authorized for walk-in guests.

### 3.7. Violation Policy.

3.7.1. Violations include No-Shows, Unauthorized Guests, Late Check Outs, Charging Room Service, Charging anything miscellaneous to the 419 FW Billing, and Aggressive Behavior.

### 3.8. No Shows.

3.8.1. The 419 FW guarantees payment for IDT (UTA) 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 cancel their reservation in accordance with [paragraph 2.5](#) of this publication. The member must produce the receipt of payment to the hotel for their no-show to the WLM or they will not be booked/blocked for the remaining UTAs until it is paid.

### 3.9. Unauthorized Guests.

3.9.1. Family, friends and/or pets are not permitted in lodging rooms unless otherwise coordinated with WLM.

### 3.10. Late Check-Out.

3.10.1. Members must check out of lodging the morning of the last day of the UTA or checkout date before they start their duty day. Members are financially responsible for any accrued charges. The member must produce the receipt of payment to the hotel for their no-show to the WLM or they will not be booked/blocked for the remaining UTAs until it is paid.

### 3.11. Charging Room Service/ Miscellaneous Charges.

3.11.1. Absolutely No Room Service charges will be authorized. That includes food and drink delivery from the hotel to their room.

### 3.12. Fighting With Staff and/or Members.

3.12.1. Airmen are a representation of the 419th FW and the Air Force as a whole. Any derogatory or abrasive behavior towards staff and/or other members in the hotel is unauthorized and can lose lodging privileges.

### 3.13. Violation Procedures.

3.13.1. **First occurrence for violating the lodging policy.** Unit members will receive a "Letter of Warning" from the WLM indicating they were in violation of 419FWI34-135. A copy of the letter will also be sent to the member's unit commander and ULM. This will be sent to Member, Unit Lodging Monitor, Squadron 1SGT and Commander. **The member will be held responsible to pay for their no-show charge, late charge, room services and any other fees that are involved in the violation.**

3.13.2. **Second occurrence for violating the lodging policy.** Unit members will receive a 2nd "Letter of Warning" from the WLM and from the FSS Commander indicating they were in violation of 419FWI34-135. A copy of the letter will also be sent to the member's unit commander and ULM. This will be sent to Member, Unit Lodging Monitor, Squadron

1SGT and Commander. The member will be held responsible to pay for their no-show charge, late charge, room services and any other fees that are involved in the violation. **The member will be suspended from lodging for 3 months and is responsible to find their own lodging and will not be reimbursed.**

3.13.3. **Third occurrence violating the lodging policy.** Unit members will receive a “Denial of Lodging” from the WLM from the MSG Commander indicating they were in violation of 419FWI34-135. A copy of the letter will also be sent to the member’s unit commander and ULM. This will be sent to Member, Unit Lodging Monitor, Squadron 1SGT and Commander. **The member will be held responsible to pay for their no-show charge, late charge, room services and any other fees that are involved in the violation. The member will be suspended from lodging for 6 months and is responsible to find their own lodging and will not be reimbursed.**

#### 3.14. **How to Pay for a No Show/ Late Checkout/ Miscellaneous Fees.**

3.14.1. If a member receives a late checkout fee, no show fee, or any other miscellaneous charges like room service fees to their room, the member is held responsible to pay for those charges. Members can call the hotel directly and pay for their charge. The member must use their own personal card and not their GTC.

#### 3.15. **Complaints.**

3.15.1. When problems occur, members must try to resolve problems at the lowest possible level by using the chain-of-command.

3.15.2. All complaints which require further consideration and/or follow-up must be in writing. The unit commander or ULM and WLM, as appropriate, will ensure complaints are followed-up and answered promptly.

3.15.3. Complaints regarding health and/or safety conditions in contract quarters should be reported to the WLM immediately.

#### 3.16. **Waivers.**

3.16.1. A unit commander can request a non-commuter to stay in lodging due to mission requirements, inclement weather or safety concerns. Submit signed waiver to WLM for approval from FSS CC and MSG CC.

RONALD J. SLOMA, Colonel, USAF  
Commander, 419 Fighter Wing

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

AFI 33-332, *Privacy Civil Liberties Program*, 9 March 2020  
AFI 33-322, *Records Management and Information Governance Program*, 22 March 2020  
DAFMAN 34-135, *Air Force Lodging Program*, 14 May 2020  
DAFPD 34-1, *Department of the Air Force Services*, 19 June 2023  
AFPD 33-3, *Information Management*, September 2011, Certified Current 21 June 2016  
DAFI 90-160, *Publications and Forms Management*, 13 April 2022  
DAFMAN 90-161, *Publishing Processes and Procedures*, 17 October 2023

***Abbreviations and Acronyms***

**419 FW**—419th Fighter Wing  
**ADOS**—Active Duty Operational Support  
**ADT**—Active Duty Training  
**AFMAN**—Air Force Manual  
**AFPD**—Air Force Policy Directive  
**AFRC**—Air Force Reserve Command  
**AFRIMS**—Air Force Records Information System  
**ALRS**—Automated Lodging Reservation System  
**ARC**—Air Reserve Command  
**AT**—Annual Tour  
**DoD**—Department of Defense  
**DTS**—Defense Travel System  
**FSS**—Force Support Squadron  
**GPC**—Government Purchase Card  
**GTC**—Government Travel Card  
**HAFB**—Hill AFB  
**IAW**—In Accordance With  
**IDT**—Inactive Duty Training  
**NLT**—No Later Than  
**MSG**—Mission Support Group  
**ODTA**—Organization Defense Travel Administrator

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

**RMP**—Reserve Management Period

**RPA**—Reserve Personnel Appropriation

**ULM**—Unit Lodging Monitor

**UTA**—Unit Training Assembly

**WLM**—Wing Lodging Manager

*Terms*

**Approval Authority**—Senior, full-time unit member responsible for approving exceptions to lodging guidance and approves/signs the exception letter. This individual must be identified in an appointment letter.

**Exception Letter**—Letter utilized to authorize members on rescheduled UTAs or other IDT status, unit-funded lodging.

**Walk-In**—Member that requires lodging for the UTA yet failed to make their reservation no later than ten (8) days prior. This individual is financially responsible for his/her room, or they will have to coordinate with their unit in order to reschedule the UTA.

**Attachment 2**

**LODGING AUTHORIZATION MEMORANDUM TEMPLATE**

(Date)

MEMORANDUM FOR 419 FSS/FSVL

FROM: 419 UNIT

SUBJECT: Lodging Authorization for TSgt XXXXXX

1. I have authorized lodging for:

a. Rank/Name:

b. Unit:

c. Status: Reserve Management Period (RMP)

d. Start Date:

e. End Date:

f. Justification:

2. If you have any questions, comments, or concerns, please contact me at DSN XXX-XXXX or [xxx.xxxx@us.af.mil](mailto:xxx.xxxx@us.af.mil).

FIRST M. LAST, Rank, USAF

Commander, 419 (Squadron)

1st Ind, Authorization for Lodging Authorization

I approve / disapprove unit-funded lodging for this member on the dates listed above.

FIRST M. LAST, Rank, USAF

Commander, 419 FSS

2nd Ind, Authorization for Lodging Authorization

I approve / disapprove unit-funded lodging for this member on the dates listed above.

FIRST M. LAST, Rank, USAF

Commander, 419 MSG

**Attachment 3****ACKNOWLEDGEMENT OF LOGGING PROCEDURES AND ALRS MEMORANDUM**

(Date)

MEMORANDUM FOR RECORD

FROM: 419 FSS/FSV

SUBJECT: Acknowledgment of 419th FW Lodging Policy and Automated Lodging Reservation System (ALRS) Lodging App Usage

1. The purpose of this memorandum is to confirm that I, [Rank and Full Name], have been briefed on and understand the 419 FW Lodging Policy as it pertains to official military travel for inactive duty training (IDT).
2. I acknowledge that I have been informed of the procedures for booking military lodging through the ALRS app and reserving my own room for all other orders. I understand the requirements and consequences for ensuring compliance with applicable regulations and cost-saving measures.
3. Furthermore, I confirm that I am familiar with the Automated Lodging Reservation System (ALRS) lodging app. I have been trained on how to use the app to make, manage, and cancel lodging reservations in accordance with the established procedures. I understand how to verify availability, input necessary travel details, and ensure that all reservations comply with military lodging policies.
4. Should any issues arise regarding lodging, I understand it is my responsibility to notify my unit lodging monitor or lodging office promptly to resolve the matter.

NAME, RANK, USAF  
Authorized Lodging Member, 419 (Squadron)

NAME, RANK, USAF  
Lodging Monitor, 419 (Squadron)

NAME, RANK, USAF  
Wing Lodging Monitor, 419 FSS Services ART