



25 JULY 2024

Personnel

**446TH AIRLIFT WING LODGING
PROGRAM MANAGEMENT**

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RELEASABILITY: There are no releasability restrictions on this publication

OPR: 446 FSS/CC

Certified by: 446 AW/CC
(Colonel Casey E. Guerrero)

Supersedes: 446AWI34-135, 1 December 2022

Pages: 13

This instruction implements Air Force Policy Directive (AFPD) 34-1, *Air Force Services*. This instruction extends the guidance of Air Force Instruction (AFI) 34-135, *Air Force Lodging Program*. It provides directive guidance on lodging operations that includes operating information, management requirements, and performance standards. It applies to 446th Airlift Wing (AW) personnel. Failure to comply with this directive may result in loss of lodging privileges. 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 Forms 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 IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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.

1. Responsibilities.

1.1. Wing Commander.

1.1.1. Ensures compliance of lodging program policies and procedures.

1.1.2. Serves as approval authority for special case exceptions to the commute area (e.g., emergency, adverse weather, and/or military necessity). 446 AW/CC may delegate

approval authority to the group commanders. Exceptions must specify dates included for the special authorization.

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

1.2. Mission Support Group Commander.

1.2.1. The 446 MSG/CC is designated OPR for matters of policy and procedures relative to lodging the members of the 446 AW.

1.2.2. Issues “Denial of Lodging” letters to members who are in their second or third violation of the policy.

1.3. Commanders.

1.3.1. Designate, by appointment letter, a ULM who acts as a liaison with WLM regarding UTA lodging reservations. Enforce wing guidance regarding Reservists identified within the commuting/non- commuting area.

1.3.2. Work in conjunction with assigned ULM, first sergeant, and senior Air Reserve Technician (ART) to review the unit’s lodging violations and provide reasoning within three days of notification.

1.3.3. Enforce wing’s no-show policy.

1.4. Wing Lodging Manager (WLM).

1.4.1. Manages the lodging program during the month and assists Lodging Non-Commissioned Officer in Charge (NCOIC) during UTA weekends.

1.4.2. Will compile a list of squadron rosters and disperse to ULM and unit first sergeant to account for which lodging facility the member will reside in over the UTA.

1.4.3. Monitors lodging reservations via the ALRS.

1.4.4. Validates IDT lodging bills from the base lodging office and commercial lodging.

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

1.4.6. 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.

1.4.7. Provides functional area expertise and notifies ULM regarding pertinent lodging information.

1.4.8. Establishes a good rapport through communication between each hotel and the 446 AW.

1.4.9. Complies with all Air Force GPC program directives in administering the 446 AW IDT lodging payment process.

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

1.4.11. Ensures accuracy and timely payment of 446 AW IDT lodging bills.

1.5. 446 FSS Lodging NCOIC.

- 1.5.1. Manages and oversees the lodging program during UTA weekends.
- 1.5.2. Maintains copy of commuter's 446 AW UTA Lodging Statement of Understanding (SOU).
- 1.5.3. Serves as liaison for ULMs during the UTA weekends and manages the lodging phone line.
- 1.5.4. Attends and briefs lodging policy and procedures at the monthly newcomer's orientation and quarterly meetings.
- 1.5.5. Ensures the no-show list is complete by the end of the scheduled UTA.

1.6. Unit Lodging Monitor (ULM).

- 1.6.1. Work with the WLM to ensure only authorized unit members are provided IDT lodging.
- 1.6.2. Maintains the ULM's continuity binder by updating the following:
 - 1.6.2.1. Squadron appointment letter and ULM contact information ([Attachment 3](#)).
 - 1.6.2.2. Copy of individual no-show letters for unit members (first notice and second notice/revocation of lodging privileges) and monthly no-show lists.
 - 1.6.2.3. Authorized Lodging List of unit members eligible for IDT lodging at unit expense, which must be re-validated on a quarterly basis. The Non-Commute Roster may need to be re-validated more often due to member separations, newcomers to the unit, and updates to the Authorized Lodging list.
- 1.6.3. 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 outside of ALRS and requesting reservations past the assigned monthly suspense date.

1.7. Unit Members.

- 1.7.1. Prior to the member's first UTA with the 446 AW, member will contact their ULM requesting approval for lodging.
- 1.7.2. If approved, member will contact the Wing Lodging Office at 446fss.fsv.lodginghelp@us.af.mil to be added to the roster in which 446 FSS/FSV will collect member's information and set up ALRS account.
- 1.7.3. Initial and sign the 446 AW UTA Lodging SOU (Attachment 4). Member must have a signed SOU on file for activation of an ALRS account. If a member does not have an SOU on file, their ALRS account will be locked.
- 1.7.4. Make reservations before the designated cut-off date of four weeks prior to the UTA.
- 1.7.5. Inform their ULM of any cancellations and use the ALRS app to no later than the Sunday prior to the UTA.
- 1.7.6. If cancellation needs to be made after the cut-off, member must contact the hotel directly and notify their ULM.

1.7.7. Reserve lodging through DTS or the TMC while on AT Orders.

1.7.8. Keep room secured at all times. Individuals are responsible for any loss or damage occurring to the government or contract hotel property. Members should not leave valuables (e.g., money, jewelry, credit cards, other high value items) in their rooms or vehicle.

1.7.9. Are not authorized to use their GTC while in IDT status. Lodging for members in IDT status is directly billed to the 446 AW. Payment for personal charges (e.g., telephone, in-room resale items, snacks, movies, late checkout fees, etc.) are the responsibility of the member and must be paid using personal funds prior to check-out.

1.7.10. Are required to provide their military identification card to verify eligibility at check-in and are required to check-out with the front desk.

1.7.11. Ranks of E-1 through E-4 are mandated for double occupancy when utilizing IDT lodging. They are only permitted to lodge with another member of the same gender that is an E-1 through E-4 within the wing.

1.7.11.1. Members who have been promoted to the rank of E-5 are eligible for single occupancy the following month after they promote. Members will provide the Wing Lodging Office with documentation validating the promotion and their account will be updated.

2. PROGRAM OVERVIEW

2.1. Lodging Mission Statement.

2.1.1. Provide quality lodging to eligible members of the 446th AW in order to sustain mission readiness and quality of life, ensuring members are taken care of.

2.1.2. AFMAN 34-135, Atch 2, paragraph A2.7. states, "Each Air Reserve Component (ARC) wing establishes a wing lodging policy to include procedures identified in this attachment. It is essential to enforce walk-in and no-show guidelines to ensure an accurate number of rooms are reserved for members performing their Unit Training Assemblies (UTA) and to eliminate the expenditure of funds for unused rooms and to maintain maximum utilization of off-base quarters. Procedures include commuting distance designation determination, exception to policy procedures, and actions for those who abuse the Inactive Duty Training (IDT) lodging privilege, etc."

3. Procedure. The 446 AW is a tenant organization on an active-duty, Army-led joint base. As such, 446 AW personnel living outside the designated lodging commuting distance of the installation are eligible for lodging at the expense of the 446 AW when performing IDT at Joint Base Lewis-McChord (JBLM). The commuting distance for 446 AW members assigned to JBLM will be in accordance with the most current 446 AW Local Travel Area memo (See [Attachment 2](#)). The 446 FSS will base eligibility off zip code. All 446 AW personnel on IDT status must use contracted lodging in accordance with the Blanket Purchase Agreement (BPA) when it is available. Members are directed to use the Automated Lodging Reservations System (ALRS) app for the regularly scheduled UTA only. The reservation cut-off will be the Sunday four weeks prior to each UTA. Members can reserve all UTA weekends for the entire fiscal year. Members who fail to make a reservation before the cut-off will be responsible for paying their lodging costs.

3.1. **Adequate.** Existing quarters that comply with Department of Defense (DoD) and Air Force Lodging Standards as stated in AFMAN 34-135, Table 3.1, Minimum Space and Privacy Standards, must be used. All quarters (Officer and Enlisted) at all hotels are adequate in accordance with (IAW) these directives.

3.2. **Available.** Reservations for the regularly scheduled UTA must be made through the ALRS app. All reservations, regardless of rank, will be assigned to contract lodging.

3.3. **Unauthorized Items.**

3.3.1. **Unauthorized Personnel.** Unit members are not authorized lodging room deviations due to unauthorized personnel traveling with the individual. Members can have guest stay with him/her but will not make separate reservations that are billed to the 446 AW and will incur all related charges stemming from the guest. If members are scheduled for a shared room, they are not authorized guests.

3.3.2. **Pet Policy.** Pets are not authorized at any contract hotel without a reservation for pet-friendly accommodations. If members are scheduled for a shared room, they are not authorized pets. Members violating this policy are not authorized unit-paid lodging and may be charged a cleaning fee based on the hotel's policies. Once cited, these individuals are subject to eviction as determined by the hotel lodging manager, are directly responsible for damages, and will not be reimbursed for any fees and costs involved.

3.3.3. **No-Smoking Policy.** All lodging guest rooms are no-smoking areas. Members violating this policy may be charged a cleaning fee based on the hotel's policies. Once cited, these individuals are subject to eviction as determined by the hotel lodging manager, directly responsible for damages, and will not be reimbursed for any fees and costs involved.

3.4. **Newcomer Lodging.** Newcomers residing outside the commuting distance will be lodged based upon availability. The Military Personnel Flight (MPF) provides the 446 FSS/FSV Lodging Office with the newcomers listing on a weekly basis. It is the responsibility of the MPF and the individual units to brief the newcomer to notify the Wing Lodging Manager (WLM) if they require lodging, cancellation, or changes to their reservation. After the first UTA, unit-assigned members will be responsible for making their own lodging reservations via the ALRS app.

3.5. **ARC Walk-In Policy.** According to AFMAN 34-145, Attachment 2, paragraph A2.5., ARC members are required to make advanced lodging reservations. **(T-1).** While ARC members who walk-in without reservations may utilize government quarters if available, this is an **unbudgeted expense and the wing/unit of assignment will not pay for lodging of members who fail to comply with this directive.** (Exception: new recruits or members returning from deployments who cannot make a reservation).

3.6. **Violation Policy.**

3.6.1. Violations include, but are not limited to, no-shows, unauthorized guests/pets, and late check-out.

3.6.1.1. 446 AW will implement a no-show policy for members who fail to cancel their lodging reservation and do not check-in IAW standard hotel policy guidelines. This applies to all IDT reservations. This no-show policy will ensure an accurate number of

rooms are reserved for members performing their UTA and eliminate the expenditure of unused rooms. This will also help maintain maximum utilization of on-base and contract lodging.

3.6.1.2. No-Show Reservations. 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 room no later than Sunday prior to the UTA. Failure to do so will result in the individual being classified as a no-show.

3.6.1.2.1. Members will lose their Saturday reservation due to a Friday no-show when reservation for the UTA consists of both nights (Friday and Saturday) and will be listed as a no-show on the Commander's report. In this situation, the member will be treated as a walk-in when/if they check in later that day (Saturday) and may have to pay for Saturday night lodging if there are no rooms available as stated in **para 2.5**.

3.6.1.3. Unauthorized Guests. The 446 AW will not cover any deviations to the lodging already authorized to member due to any unauthorized guests, including pets.

3.6.1.4. Late Check-out. Members must check out of lodging by the determined check-out time. Members must make contact by phone or in person for check-out with the front desk by the check-out time.

3.6.1.5. Other Violations. Members will be held accountable for additional violations reported to the WLM by contract hotel management

3.6.2. Violation. Penalties (unit commanders may administer additional discipline as appropriate). These violations apply to a 12-month period.

3.6.2.1. The first violation will result in written notification from the 446th Force Support Squadron (FSS) that their next violation will be a loss of lodging privileges.

3.6.2.2. The second violation, within 12 months, will result in loss of lodging privileges for 90 days.

3.6.2.3. The third violation, within 12 months, will result in loss of lodging privileges for one year.

3.6.2.4. All violations will be reported to the member's supervisor and/or unit leadership for any additional administrative or disciplinary actions they deem appropriate for each violation. The 446 MSG/CC is the designated authority for second and third violation disciplinary action. (Reference 4.2)

3.7. Annual Tour (AT) or Active Duty for Training (ADT).

3.7.1. Defense Travel System (DTS) or the Travel Management Company (TMC; CI Travel) will be used for AT and ADT lodging. The Wing Lodging Office does not cover the cost of AT or ADT lodging due to the difference in cost.

3.7.2. For AT or ADT in conjunction with the UTA, members are responsible for making lodging within an approved hotel through the TMC. If the member does not use DTS or TMC, the member is reimbursed at the Integrated Lodging Program (ILP) rate for ILP locations (JBLM).

3.7.2.1. Link for DoD-approved commercial lodging:
[http://www.defensetravel.dod.mil/Docs/ILP Preferred List.pdf](http://www.defensetravel.dod.mil/Docs/ILP_PREFERRED_List.pdf)

3.8. Inactive Duty Training (IDT).

3.8.1. Unit-assigned members performing IDT away from home station are responsible for payment of their lodging charges and will file a travel voucher for reimbursement. These members should have a DD Form 1610, Request and Authorization for Temporary Duty Travel (TDY) Travel of DoD Personnel, prior to the start of their tour.

3.8.2. Unit-assigned members performing IDT at home station will not pay for lodging room charges if their unit-provided lodging privileges have not been suspended. Lodging room costs for unit-assigned members performing IDT at home station will be paid by the wing via a Government Purchase Card (GPC) account in accordance with the BPA. Payment for personal charges (e.g., telephone, in-room charges, late-check out fees, etc.) is the responsibility of the member. Members are not authorized to use their Government Travel Card (GTC) for charges incurred during IDT status unless the member is performing IDT away from home station. Reimbursements for IDT lodging charges to personal credit cards or a GTC will only be made if the Wing Lodging Office has been notified within one week of the charge and it is at fault of the hotel staff. All members must provide supporting IDT status documentation for non-regularly scheduled UTA.

3.8.2.1. For IDTs that are other than regularly scheduled UTA (i.e. AFTP, RUTA), members must email 446FSS.FSV.LODGINGHELP@us.af.mil with their request. Anything less than a four-week notice does not guarantee lodging reservations due to hotel inventory.

3.8.3. When a unit-assigned member performs an IDT at home station in conjunction with an AT tour, to include AT in a non-per diem status, only the IDT portion is authorized for payment by the wing. The member is responsible for payment of their lodging charges for all AT tours regardless of per diem status and must file for reimbursement using established wing procedures (i.e. DTS or RTS/eFinance).

4. Making Lodging Reservations.

4.1. UTA Reservations.

4.1.1. All reservations for the scheduled monthly UTA will be made at least four weeks in advance using the ALRS app for unit-assigned members whose privileges have not been revoked.

4.1.2. Members failing to make reservations by the designated cutoff will be personally responsible for payment of lodging charges.

4.2. Automated Lodging Reservation System (ALRS).

4.2.1. ALRS is a program designed specifically for Reserve units to allow an automated method to make lodging reservations. Members will use ALRS to make IDT/UTA reservations.

4.2.2. The monthly reservation cut-off in ALRS inactivates the ability to reserve within four weeks prior to the UTA. Members can reserve for future UTA during this period.

4.2.3. Rescheduled Unit Training Assembly (RUTA) periods can be reserved in ALRS if they are in conjunction with the scheduled UTA. Members must contact their Unit Lodging Monitor (ULM) or WLM for assistance if outside of this timeline.

4.2.4. Should you encounter any issues using ALRS, please immediately contact the ALRS Help Desk within the help feature of the app or contact the Wing Lodging office through email at 446fss.fsv.lodginghelp@us.af.mil.

4.3. Cancellations.

4.3.1. Cancellations must be made no later than the Sunday prior to the UTA via the ALRS app.

4.3.1.1. (1) . Members must go into the My Booking tab, click on the individual night they want to cancel, hit 'Cancel' button and hit 'Yes'. Members must wait for the confirmation text from ALRS, then the cancellation will be complete and should not appear in the My Booking tab. If a cancellation text from the ALRS app confirming your attempt to cancel is not received or states "transaction not successful", contact the ULM and the ALRS Help Desk.

4.3.1.2. (2) . If the cancellation is after the Sunday prior to the UTA, the member must contact their ULM and contact the hotel to notify of cancellation. Member runs the risk of appearing on the hotel no-show roster for the UTA.

5. Continuing Resolution (CR) Notification Process.

5.1. 10 Day notification process from CR.

5.1.1. Cancel reservation with the following six hotels that require a 10-day notification.

5.1.1.1. (1) . Holiday Inn Downtown Tacoma (90 rooms)

5.1.1.2. (2) . Hampton Inn DuPont (75 rooms; 50 rooms Oct/Dec/Jan/Feb/Mar)

5.1.1.3. (3) . Best Western Puyallup (10 rooms; Oct/Dec/Jan/Feb/Apr ONLY)

5.1.1.4. (4) . Home 2 Suites DuPont (25 rooms; 50 rooms Oct/Dec/Jan/Feb/Mar)

5.1.1.5. (5) . Comfort Inn and Suites Lakewood (15 rooms)

5.1.1.6. (6) . Town Place Suites Lakewood (15 rooms)

5.2. 7 Day notification from CR

5.2.1. Cancel reservation with the following four hotels that require a 7-day notification.

5.2.1.1. (1) . Hampton Inn Hosmer (75 rooms)

5.2.1.2. (2) . *Holiday Inn Lakewood (90 rooms)

5.2.1.3. (3) . *Candlewood Suites McChord (15 rooms)

5.2.1.4. (4) . *Holiday Inn Fort Lewis (25 rooms)

CASEY E. GUERRERO, Colonel, USAF
Commander, 446th Airlift Wing

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

DoDI 1015.12, *Lodging Program Resource Management*, 30 October 1996

DoDI 1225.9, *Billeting for Reserve Component Members*, 17 December 2001

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 10 March 2020

AFMAN 34-135, *Air Force Lodging and Air Force Laundry and Linen Exchange Programs*, 1 July 2019

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

AFPD 34-1, *Air Force Services*, 11 October 2018

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

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

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

DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*

Abbreviations and Acronyms

446 AW—446th Airlift Wing

446 FSS/CC—446th Force Support Squadron Commander

446 FSS/FSV—446th Force Support Squadron Sustainment Services Flight

446 MSG/CC—446th Mission Support Group Commander

AD—Active Duty

ADT—Active Duty Training

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIM—Air Force Records Information Management System

AFTP—Additional Flight Training Period

ALRS—Automated Lodging Reservation System

ARC—Air Reserve Component

ART—Art Reserve Technician

AT—Annual Tour

BPA—Blanket Purchase Agreement

COB—Close of Business
DOD—Department of Defense
DTS—Defense Travel System
FSS—Force Support Squadron
GPC—Government Purchase Card
GTC—Government Travel Card
IDT—Inactive Duty Training
ILP—Integrated Lodging Program
IAW—In Accordance With
JBLM—Joint Base Lewis-McChord
MPF—Military Personnel Section
NCOIC—Non-Commissioned Officer In Charge
OPR—Office of Primary Responsibility
RDS—Records Disposition Schedule
RPA—Reserve Personnel Appropriation
RUTA—Rescheduled Unit Training Assembly
SOU—Statement of Understanding
TDY—Temporary Duty Travel
TMC—Travel Management Company
ULM—Unit Lodging Monitor
UTA—Unit Training Assembly
WLM—Wing Lodging Manager

Attachment 2

446 AW LOCAL TRAVEL AREA, MOST CURRENT MEMO

A2.1. 446th Sustainment Services Flight - Lodging - All Documents (dps.mil)

Attachment 3

SAMPLE – UNIT LODGING MONITOR APPOINTMENT LETTER

Figure A3.1. Sample – Unit Lodging Monitor Appointment Letter.

Date

MEMORANDUM FOR 446 FSS/FSV

FROM: 446 (ORG/Office Symbol)

SUBJECT: Unit Lodging Monitor

The following member(s) are appointed as the Unit Lodging Monitor and authorized to make their member's lodging reservations. The Unit Lodging Monitor will maintain an up-to-date list of their members and ensure that their members have confirmation numbers for each of their requests.

Name	Rank	Duty Phone
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NAME, Rank, USAF
Commander

Attachment 4

446 AW UTA LODGING STATEMENT OF UNDERSTANDING

Figure A4.1. 446 AW UTA Lodging Statement of Understanding

MEMORANDUM FOR ALL 446 AW PERSONNEL

FROM: 446 FSS/CC

SUBJECT: 446 AW UTA Lodging Statement of Understanding

Prior to receiving your Lodging ID and PIN number for lodging accommodations, please initial the following items to indicate understanding of all terms:

() I understand that I am responsible for making my lodging reservation for upcoming UTA through the Automated Lodging Reservation System (ALRS) app no later than Sunday at midnight, 4 weeks prior to the UTA weekend.

() I understand that in the event I need to cancel my reservation before the Sunday prior to the UTA, I will do so within the ALRS app. If after the cut-off, I will contact my Unit Lodging Monitor (ULM) and hotel, in order to avoid accruing additional billing charges to the 446 AW.

() I understand that if I am a no-show for lodging reservations, disciplinary action up to and including account deactivation IAW 446AWI34-135 will apply.

() I understand that if any changes are made or updates needed to my lodging account, I will notify my ULM immediately to prevent inaccurate reservation details being sent to the hotel of stay.

() I understand that I must check out of lodging by the determined check-out time. I must make contact by phone or in person for check-out with the front desk by the check-out time.

() I understand that this policy and understanding supersedes the previous policy and understanding. I will consult with my ULM for any guidance or questions, as needed.

I certify that I have received training on the 446 AW Lodging Policy and fully understand the policy.

PRINT NAME, GRADE AND UNIT

SIGN AND DATE