

**BY ORDER OF THE COMMANDER
459TH AIR REFUELING WING**

**459TH AIR REFUELING WING
INSTRUCTION 34-135**



28 JULY 2015

SERVICES

LODGING PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 34-6 *Air Force Lodging* and extends the guidance of Air Force Instruction (AFI) 34-135 *Air Force Lodging Program* which establishes procedures and responsibilities for personnel authorized to occupy quarters (on-base/off-base contract commercial) and mandates use of lodging for all 459th Air Refueling Wing (AR W) Reserve personnel performing active duty (AD) and inactive (IDT) training tours. It establishes lodging reservation procedures and also provides guidance for handling routine situations in the lodging process. This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. 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 AFI 33-360, *Publications and Forms Management*, Table 1.1 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. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records 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.

Chapter 1

RESPONSIBILITIES

1.1. Wing Commander.

1.1.1. The 459 ARW Commander oversees the Wing Lodging Program and delegates program responsibilities to the 459th Mission Support Group (MSG) Commander. Appoints the Services Air Reserve Technician (ART) as the Wing Lodging Monitor (WLM) who oversees the Wing Lodging Program and ensures compliance of lodging program policies and procedures.

1.2. Mission Support Group Commander.

1.2.1. The 459 MSG Commander administers this instruction and coordinates this program between 459 ARW units and the 459th Force Support Squadron (FSS). The MSG Commander authorizes and mandates the use of the Automated Lodging Reservation System (ALRS) for all 459 AR W members who require and are authorized lodging during designated Unit Training Assembly (UT A) periods. The MSG Commander will appoint a Wing Lodging Approving Official to manage the wing's IDT Lodging Government Purchase Card (GPC) payments.

1.3. Unit Commanders.

1.3.1. Unit commanders ensure their members receive the lodging newcomer briefing to include use of the ALRS and comply with this lodging operating instruction and applicable commuting distances based on members' status.

1.3.2. Appoint a Unit Lodging Monitor (ULM). Recommend the First Sergeant or Senior ART.

1.3.3. Verify the reason or cause for a "no-show" (unit member who did not check into lodging after making a confirmed reservation), or "walk-in" (unit member who did not make a reservation using the ALRS in a timely manner). Provide a response to the ULM who submits reasons/justifications of no-shows to the WLM and MSG Commander NL T COB Sunday of the following UTA.

1.4. Unit Lodging Monitors.

1.4.1. The ULM will be the focal point for unit member lodging concerns and reservation issues, as well as the liaison between the unit and the WLM.

1.4.2. Ensures members are fully briefed on the ALRS process and emphasizes the importance of remembering their user ID and PIN number.

1.4.3. Provides the WLM the names of all new members who meet UTA lodging eligibility to be entered into the ALRS. Members are authorized lodging for UT As if Home of Record in on file is determined to be more than 50-miles from the 459 ARW address. The most direct route will be used to determine mileage eligibility via an internet based application (MapQuest).

1.4.4. ULM will conduct a quarterly audit of members utilizing the ALRS system to ensure all active and inactive members are added and/or deleted from the ALRS system.

1.4.5. Monitors who are authorized lodging for UTA and AT based on home of record address.

1.5. Wing Lodging Monitor.

1.5.1. The WLM coordinates annual UTA lodging requirements with the Presidential Inn along with contract hotels and monitors the ALRS.

1.5.2. Comply with all Air Force GPC program directives in administering the Host IDT lodging payment process.

1.5.3. Maintain billing and payment documentation to ensure accurate accountability IA W Air Force requirements.

1.5.4. Arrange off-base commercial contract lodging assigning 459 AR W personnel to hotels under the Blanket Purchase Agreement (BPA) held by the 11 CONS/LGCBA. Coordinate with 11 CONS/ LGCBA to obtain requirements-type contracts when necessary to meet wing UTA lodging needs.

1.5.5. Forwards reservation report from the ALRS to the Presidential Inn and contract hotels on UTA duty periods two weeks prior to the Friday of each UT A weekend.

1.5.6. Provides an annual UTA schedule as soon as it is finalized and approved (Jul-Sep time frame) to the Presidential Inn and contract hotels while submitting changes as they occur.

1.5.7. Provides no-show report to 459 FSS. The 459 FSS provides a report to the 459 MSG/CC and unit commanders of all reservists who were no-shows for the previous month's UT A two weeks prior to the UT A.

1.5.8. Coordinates with the Military Personnel Flight by 1200 hours on the Wednesday prior to the UT A to secure lodging for newcomers.

1.5.9. Coordinates with 11 CONS/LGCBA to ensure accuracy of existing BP A's are available for use.

1.5.10. Utilize off-base commercial contract hotels under the BPA held by the 11 CONS/ LGCBA. Contract hotels under the BPA are the only hotels authorized IDT periods and/or RMPs. All BP A's are to be reviewed and renegotiated before the Period of Performance has expired.

1.5.11. Train the ULMs on the procedures prescribed in this AFI.

1.5.12. Conduct a quarterly audit of the ALRS system to ensure all active and inactive members are added and/or deleted from the ALRS system.

1.6. Member Responsibilities and Procedures for UTA Lodging.

1.6.1. All 459 AR W members will make lodging reservations for upcoming UT A duty periods by calling into the ALRS. Reservations may be made 12 months in advance. Reservation cutoff date for calling into the ALRS is 2-weeks prior to the UTA. Wing members requesting lodging for days other than the established UTA weekends, or "Straddle Stay" reservations in conjunction with the UTA, must arrange their lodging needs directly with the Presidential Inn, giving as much advance notice as possible. All personnel, regardless of rank, will be assigned to on-base quarters until all available rooms have been

reserved. Only after all on-base quarters have been exhausted will members be assigned to contract lodging quarters.

1.6.2. Wing members who need to change or make lodging reservations can do so via the ALRS. Reservations and/or cancellations should be made as far in advance as possible and no later than midnight Friday 2-weeks prior to the UT A. Members who forget where he/she will be staying should contact his/her respective ULM who can contact the WLM if necessary.

1.6.3. If the member is unable to make reservations due to the unavailability of the ALRS system the member must contact his/her ULM to secure a reservation for the UT A.

1.6.4. Wing members will not contact the Presidential Inn to make reservations for the UTA at the Wing expense to include attempting to change rooms or roommates. Any attempt to do so could result in disciplinary action and the requirement to pay for their lodging.

1.6.5. Wing members must cancel their reservation no later than 1800 hours on the date of check-in. After this time, unit members will be listed on the no-show report.

1.6.6. Member will lose his/her Saturday reservation due to a Friday no-show, when reservation for the UTA consists of both nights (Friday and Saturday) and member 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.

1.6.7. Members must present a picture ID when checking into a contract hotel. All lodging guests must be aware of the hotel's check-out policy and physically check-out of the hotel before this time. At check-out, wing members must turn-in their room keys, pay all applicable charges (including in-room snacks, beverages, telephone, etc.) and vacate the room. The wing member is subject to an extra day's lodging charge if not checked-out by the required time specified by the hotel.

1.6.8. Members must keep room secured at all times. Individuals are responsible for any loss or damage they caused occurring to the government or contract hotel property. Members should not leave valuables, i.e. money, jewelry, credit cards, or other high cost items in their rooms.

1.6.9. Pets are not authorized at wing paid lodging. Members who bring their pets to UTAs are not authorized unit-paid lodging.

1.6.10. Members who fail to utilize the authorized contract quarters while performing IDT and/or additional IDT periods will be responsible to pay for their own lodging.

1.6.11. The AF Form 40A, *Record of Individual Inactive Duty*, will be used for reschedule UT As. This form is used to serve as certification to the Presidential Inn that the 459 AR W will pay for the member's lodging. The member must provide a completed copy of the AF Form 40A to the Presidential Inn upon check-in.

1.6.12. Members E-6 and below may have a roommate as indicated by the WLM if off-base contract quarters are utilized.

1.6.13. If members E-6 and below are relocated from on-base lodging facility to off-base contract lodging (CL) due to an active duty priority mission, members will have a roommate as indicated by the WLM.

1.6.14. If members are assigned a roommate (due to a relocation from on-base lodging) and the new roommate is not able to utilize the room because of an unauthorized guest (personnel who is not performing duty in an IDT status), the member performing IDT who is accompanying the unauthorized guest will incur the charges of the hotel room.

1.6.15. Members are NOT authorized to use their government travel card while in IDT status. Lodging for members in UTA/IDT status is directly billed to the 459 ARW.

1.6.16. Payment for personal charges, i.e. telephone, in-room resale items, snacks, movies, late checkout fees, etc will be billed to the member and not direct billed to the 459 ARW.

Chapter 2

CHECK-OUT PROCEDURES

2.1. Check-out Procedures.

2.1.1. Unit Reservists are required to check-out through the front desk. Check-out time for the Presidential Inn is 1100 hours. Failure to check-out through the front desk by check-out time will incur a late fee of one full room rate. Late fees are the responsibility of the reservist not the unit.

2.1.2. Local hotel check-out times vary. Check with the hotel to verify check-out times and fees associated with late check-outs. 2.1.2. Ensure the...

Chapter 3

LODGING OTHER: ACTIVE DUTY/STRADDLE STAY/RMP

3.1. Unit-assigned reservists performing active duty tours, AF Form 93 8, *Request and Authorization for Active Duty Training/Active Duty Tour*, regardless of per diem status, must contact the Presidential Inn for lodging reservations. If a certificate of non-availability (CNA) is issued by Presidential Inn, personnel are authorized to utilize quarters with any hotel of their choosing, up to the per diem rate; room rates above the per diem rate will not be reimbursed. This documentation is required for personnel to file with their travel voucher for reimbursement. No other entity is authorized to issue non-availability statements so that contract quarters may be used. **Note:** Unit Reservists performing duty (AD and IDT) at locations other than home station will use the host lodging at the installation where they will be perform the duty.

3.2. Wing members rescheduling UTA's not in conjunction with the UTA "straddle stay" must arrange their lodging needs directly with the Presidential Inn, giving as much advance notice as possible. If rooms are not available at the Presidential Inn, only contracted hotels under the BPA are authorized for IDT periods and/or RMPs. The Presidential Inn will be provided a listing of all 459 ARW BPA contracted hotels by the WLM to direct members in IDT status for their lodging requirements.

3.3. Normally, RMP lodging for a member outside of the IDT commuting distance should not be required since the commander can adjust the member's reporting/release time to ensure that the member is not required to travel between 0001-0600 hours and can be constructed home before 2400 hours. Commanders should utilize this flexibility to avoid unnecessary expenditure of funds. But, on those occasions where lodging for an RMP may be required, and the member must travel during the above stated hours, the unit may pay for the lodging with their lodging Government Purchase Card (GPC) O&M funds. The Form 40A that authorizes the RMP must indicate lodging is authorized when presenting it to the Presidential Inn. Travel and Per Diem are not authorized. When a member is required to perform RMPs on consecutive days at the direction of their unit commander, lodging is also authorized provided they live outside the designated IDT commuting area.

Chapter 4

ALRS RESERVATION PROCEDURES

4.1. Once eligibility for lodging privileges has been verified by ULM, member will be issued a user ID and PIN number obtained from the ALRS.

4.2. Members will make UTA lodging reservations to include "straddle stay" through the ALRS direct telephone number. All other reservations to include rescheduled UT As will be made by contacting the Presidential Inn.

4.3. Process to make a reservation through the ALRS.

4.3.1. Call toll free at (866) 379-6323, commercial (240) 857-1111/0738 or DSN 857-1111/0738.

4.3.2. Enter your user ID and PIN number.

4.3.3. Make, change, and cancel all UTA reservations by using ALRS. Problems with the ALRS should be immediately identified to the ULM and/or WLM. It is important to remember your user ID and PIN# given to you from your ULM.

Chapter 5

LODGING PRIVILEGES ABUSE

5.1. The 459 AR W will not tolerate improper lodging use or abuse. Violations could result in disciplinary action and/or loss of lodging privileges.

5.2. Types of Violations.

- 5.2.1. Member refuses an assigned room without just cause.
- 5.2.2. Member fails to change or cancel a reservation 24 hours prior to check-in.
- 5.2.3. Member fails to make a reservation as required IA W this instruction.
- 5.2.4. Member violates the contract hotel's rules and regulations, or damages property.
- 5.2.5. Member fails to check-out by the hotel's specific check-out time. An incomplete checkout can include the member failing to return the room/building key, failing to pay all applicable room charges in full or failing to clear personal possessions out of the room. Local hotel checkout times vary. Check with the hotel to verify check-out times and fees associated with late checkouts.
- 5.2.6. Member displays inappropriate conduct or violates applicable rules and regulations.
- 5.2.7. Member allows unauthorized guests to use lodging facilities.
- 5.2.8. Member splits reschedule UTA periods over four days. Wing will only pay for 2-4hr periods in a day rescheduled IDT lodging only.

5.3. Penalties for violations of validated no-shows (unit commanders may provide additional disciplinary punishment as appropriate).

- 5.3.1. No-Show - First Offense: verbal counseling by ULM.
- 5.3.2. No-Show - Second Offense within a 6 month period: letter of counseling from the unit commander.
- 5.3.3. No-Show - Third Offense within a 12-month period: minimum of six months loss of UTA lodging privileges administered by the commander.

5.4. Air Reserve Technicians are NOT authorized lodging for UTAs unless their Home of Record in MILPDS is determined to be more than 50-miles from the 459 ARW address.

Chapter 6

COMPLAINT PROCEDURE

- 6.1. When problems occur, members must try to resolve problems at the lowest possible level by using the chain-of-command.**
- 6.2. All complaints which require further consideration and/or follow-up must be in writing.** The unit commander or first sergeant and WLM, as appropriate, will ensure that complaints are followed-up and answered promptly.
- 6.3. Health and Safety Conditions in Contract Quarters:** complaints regarding health and/or safety involving off-base contract quarters should be reported to the WLM immediately.

Chapter 7

WAIVERS

7.1. Request for authorization for billeting of 459 AR W personnel in an IDT status who do not meet lodging eligibility requirements must have written justification by unit commanders.

7.2. All written justifications must be approved by the 459 ARW Commander and a signed copy must be forward to the WLM prior to utilizing billeting. Updates to all waivers must be accomplished by the end of the fiscal year.

THOMAS K. SMITH, J.R., Colonel, USAFR,
Commander

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

AFPD 34-6, Air Force Lodging Program, 22 July 1993

AFI 34-246, Air Force Lodging Program, 9 November 2007

AFI 34-315, Air Force Lodging Program, 24 September 2014

AFI 37-132, Air Force Privacy Act Program, 11 March 1994

AFMAN 36-8001, Reserve Personnel Participation and Training Procedures, 22 January 2004

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

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFDPO—Air Force Departmental Publishing Office

AFPD—Air Force Policy Directive

AFPM—Air Force Policy Memorandum

ALRS—Automated Lodging Reservation System

ARW—Air Refueling Wing

BPA—Blanket Purchase Agreement

e-Pub—the e-Publishing website (www.e-publishing.af.mil.)

GM—Guidance Memorandum

GPC—Government Purchase Card

HAF—Headquarters Air Force

IAW—In Accordance With

IDT—Inactive Duty Training

MAJCOM—Major Command

MSG—Mission Support Group

O&M—Operations and Maintenance

OPR—Office of Primary Responsibility

RMP—Readiness Management Period

RUTA—Rescheduled Unit Training Assembly

ULM—Unit Lodging Monitor

USAF—United States Air Force

UTA—Unit Training Assembly

FSS—Force Support Squadron

WLM—Wing Lodging Monitor

Terms

Adopted Form—A form used (required) in a publication other than the prescribing publication.

Form—A tool used for the collection, recording, and/or extraction of information whereby a predetermined set of data fields have been established and defined to meet a definitive purpose or object, as defined in an official Air Force publication. Official Air Force form types are defined in Section 38.

Implementing Publication—A publication that creates processes and sets standards to accomplish a goal, often by adding organization-specific material to a publication issued by a higher headquarters.

Prescribed Form—A form designed to support the implementation of requirements in a directive Air Force publication. Use and purpose of a prescribed form must be contained in the publication it supports (also known as the prescribing publication).

Publication—An officially produced, published, and distributed document issued for compliance, implementation, and or information. Includes Policy and Guidance Memorandums.

Revised Publication—A publication that supersedes or changes a previous edition, related publications, or portions of related publications in a given category.

Straddle Stay—A straddle stay is typically when a member performs duty days in conjunction with a UT A. For example, a member who performs annual tour before or after the UT A. The additional days are paid for with an order and must not be charged to the UT A billing account. Any reschedule (back-to-back) UTAs will require a copy of the rescheduled 40A authorizing the duty.