

**BY ORDER OF THE COMMANDER
507TH AIR REFUELING WING**

**507TH AIR REFUELING WING
INSTRUCTION 34-246**



25 NOVEMBER 2013

Services

LODGING PROGRAM AND PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 507 FSS/SVF

Certified by: 507 MSG/CC
(Col Joseph M. Revit)

Pages: 10

This instruction implements Air Force Policy Directive (AFPD) 34-6 *Air Force Lodging* and instruction extends the guidance of Air Force Instruction (AFI) 34-246 *Air Force Lodging Program*. It provides guidance, procedures and responsibilities for personnel authorized to occupy quarters (on-base/off-base contract commercial) and mandates the use of lodging for all 507th Air Refueling Wing personnel performing active duty (AD) and inactive (IDT) training tours. It applies only to Air Force Reservists assigned to the 507th Air Refueling Wing (ARW), 513th Air Control Group (ACG), and the 35th Combat Communications Squadron (CBCS) physically located at Tinker Air Force Base. It requires the collection and maintenance of information protected by the Privacy Act of 1974 as required by AFI 33-332, *Air Force Privacy Program*. Failure to comply with this instruction may result in loss of lodging privileges and possible disciplinary actions. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional's chain of command. All records created as a result of this processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/rims.rfm>.

1. Responsibilities:

1.1. The 507 ARW Commander oversees the Wing Lodging Program and delegates program responsibilities to the 507 MSG Commander.

1.2. The 507 MSG Commander administers this instruction and coordinates this program between 507 ARW, 513 ACG, and 35 CBCS units and the 507th Force Support Squadron (FSS). The MSG Commander authorizes and mandates the use of the Automated Lodging Reservation System (ALRS) for all 507 ARW, 513 ACG, and 35 CBCS members who require and are authorized lodging during designated Unit Training Assembly (UTA) periods. The MSG Commander will appoint, in writing, a Wing Lodging Approving Official to manage the Wing IDT Lodging Government Purchase Card (GPC) payments.

1.3. The 507th Force Support Squadron appoints a Wing Lodging Monitor (WLM) who oversees the Wing Lodging program and ensures compliance of lodging program policies and procedures.

2. Unit Commander Responsibilities:

2.1. Unit commanders ensure their members receive a lodging newcomer briefing to include use of the ALRS and comply with this lodging operating instruction and applicable commuting distances based on member's status. Waiver requests to the IDT and AT commuting policies should be up-channeled through the 507 ARW Commander for approval. Commanders can take disciplinary action against unit members who abuse lodging privileges and the applicable commuting area policy.

2.2. Appoints a senior non-commissioned officer (SNCO) in writing as the Unit Lodging Monitor (ULM) and provides a copy of the letter to 507 FSS/SVF.

2.3. 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 Unit Lodging Manager or First Sergeant who submits reasons/justifications of no-shows to the Wing Lodging Monitor and Wing Commander NLT COB Sunday of the following UTA.

3. WLM Responsibilities:

3.1. Coordinates annual UTA lodging requirements with the Indian Hills Inn along with contract hotels and monitors the ALRS.

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

3.3. Maintain billing and payment documentation to ensure accurate accountability IAW Air Force requirements.

3.4. Arrange off-base commercial contract lodging. Assign 507 ARW personnel to hotels under the Blanket Purchase Agreement (BPA) held by the 72 CONS/LGCA. Obtain requirements-type contracts when necessary to meet 507 ARW UTA lodging needs.

3.5. Forward reservation reports from the ALRS to Indian Hills Inn and contract hotels 3 (three) days prior to the Friday of each UTA weekend.

3.6. Provide an annual UTA schedule as soon as it is finalized and approved to Indian Hills Inn and contract hotels while submitting changes as they occur.

3.7. The Air Force Reserve guarantees payment for all rooms reserved; therefore, the 507 ARW must pay for no-shows. The 507 FSS provides to the 507 MSG/CC and unit commanders all members who are no-shows for the previous month's UTA ten days after the UTA.

3.8. The 507 FSS will coordinate with the Military Personnel Section by 1200 hours on the Wednesday prior to the UTA to secure lodging for newcomers.

3.9. The WLM will utilize off-base commercial contract hotels under the BPA's held by the 72 CONS/LGCA. Contract hotels under the BPA's are the only hotels authorized for IDT periods and/or Readiness Management Periods (RMPs). All BPA's are to be reviewed and renegotiated before the Period of Performance has expired.

3.10. Train the Unit Lodging Managers on the procedures prescribed in this instruction.

3.11. Keeps a log of members who do not use the ALRS system to make reservations prior to the cut-off date.

4. ULM Responsibilities:

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.

4.2. Ensures members are fully briefed on the ALRS process and emphasizes the importance of remembering his/her Personal Identification Number (PIN).

4.3. Monitors lodging eligibility for UTA based on member's home of record address.

5. First Sergeant responsibilities:

5.1. Assist the unit commander in working with members to properly utilize lodging and the ALRS. Follow up with members and ULM for no-shows and failure to use the ALRS or make reservations on-time

5.2. On a rotating basis, the first sergeants will monitor lodging check-in procedures at the base lodging office on Friday nights before the UTA to resolve any issues that may arise during check-in.

5.2.1. If there is an issue with a member not having a reservation the first sergeant will contact the 507 FSS/SVF lodging member on duty by phone, to discuss options.

5.2.2. If the member is trying to change rooms or lodging location for various reasons, the First Sergeant will use their discretion based on the AFI and this document to settle the situation and coordinating with a 507 FSS/SVF lodging team.

5.3. See **Table 1**, Schedule for Friday Night Lodging Duty.

Table 1. Schedule for Friday Night Lodging Duty.

Month	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec
Unit	FSS	SFS	APS	CE	LRS	MXS	MDS	AMXS	35 CBCS	OPS	513 MXS /AMXS	513 OSF /970

6. Member Responsibilities and Procedures for UTA Lodging:

6.1. All 507 ARW, 513 ACG and 35 CBCS members will make lodging reservations for upcoming UTA and RUTA duty periods by calling into the ALRS. Reservations may be made for the FY up to 12 months in advance. Reservation cut-off date for calling into the ALRS is, 10 (ten) calendar days after previous UTA. Wing members requesting lodging for Active Duty Training (ADT), must arrange their lodging needs directly with Indian Hills Inn, giving as much advance notice as possible. AF Form 938 may be required for presentation upon check-in for all ADT reservations. Wing members requesting lodging for all IDT (i.e. UTA, RUTA, RMPs and AFTPs), must arrange their lodging needs utilizing ALRS. **NOTE:** If it is not possible for the member to present a copy of their AF Form 938 at check-in, the member or the unit must ensure that lodging receives a copy prior to the guest checking out of lodging. 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. If a member fails to remember where he/she is staying, they must call the ALRS system. Wing members who need to change lodging reservations can do so via the ALRS.

6.2. 507 ARW, 513 ACG and 35 CBCS members who are unable or fail to make reservations in the ALRS system before the cut-off date must contact their ULM or Senior Air Reserve Technician (ART) for UTA reservations.

6.3. Wing members will not contact Indian Hills Inn to make UTA reservations to include attempting to change rooms.

6.4. 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.

6.5. Members 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 CC 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.

6.6. Members must present a military 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 (at his/her own expense) if not checked-out by the required time specified by the hotel.

6.7. Members must 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, i.e. money, jewelry, credit cards, or other high value items in their rooms.

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

6.9. Wing family members are not authorized lodging. Exceptions are passed up the chain for Group CC approval prior to the member arriving for the UTA.

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

6.11. 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 507 ARW. Payment for personal charges, i.e., telephone, in-room resale items, snacks, movies, late checkout fees, etc are the responsibility of the member, and must be paid prior to check-out.

7. Check-out procedures:

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

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

8. Lodging Other: Active Duty/ Dual Status / RMP

8.1. Unit-assigned Reservists who are authorized lodging at Tinker AFB while performing active duty tours (AF Form 938, *Request and Authorization for Active Duty Training/Active Duty Tour*), regardless of per diem status, must contact Indian Hills Inn for lodging reservations. If a Letter of Non-availability (LNA) is issued by Indian Hills Inn, personnel are authorized to utilize any hotel that will provide the per diem rate IAW the Defense Travel Management Office (DTMO) in the Oklahoma City metropolitan area. Letter of Non-availability (LNA) will be issued by Indian Hills Inn, when on-base lodging is not available. 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. Only Indian Hills Inn is authorized to issue Letter of Non-availability (LNA) to utilize off-base hotels.

8.2. Wing members performing "Dual Status", must arrange their non-IDT lodging needs directly with Indian Hills Inn, giving as much advance notice as possible and call the ALRS system to make their IDT reservations. If a LNA is issued by Indian Hills Inn, personnel are authorized to utilize any hotel that will provide the per diem rate IAW the Defense Travel Management Office (DTMO) in the Oklahoma City metropolitan area. LNA will be issued by Indian Hills Inn, when on-base lodging is not available. Room rates above the per diem rate will not be reimbursed. Contract hotels under the Blanket Purchase are the only hotels authorized for IDT reservations.

8.3. 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 GPC (O&M funds). The AF Form 40A that authorizes the RMP must indicate lodging is authorized. Unit is required to provide a copy of the members

AF Form 40A to the WLM. 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. The unit needs to contact the WLM to make them aware of the member's status.

8.4. Per the AFI 34-246 E-4 and below may be double billeted in the same room. Double billeting will be by gender.

9. ALRS Reservation Procedures:

9.1. Members will make UTA lodging reservations through the ALRS direct telephone number.

9.2. Process to make a reservation through the ALRS:

9.2.1. Call commercial at (405) 739-4463 or DSN 339-4463.

9.2.2. Make, change, and cancel all UTA reservations by using ALRS. Problems with the ALRS should be immediately identified to the ULM and WLM.

10. Lodging Privileges Abuse:

10.1. The 507 ARW will not tolerate improper lodging use or abuse. Violations could result in disciplinary action and/or loss of lodging privileges.

10.2. Types of violations:

10.2.1. Member refuses an assigned room without just cause.

10.2.2. Member fails to change or cancel a reservation by 1800 the day of check-in.

10.2.3. Member fails to make a reservation as required IAW this instruction.

10.2.4. Member violates the contract hotel's rules and regulations, or damages property.

10.2.5. Member fails to check-out by the hotel's specific check-out time. An incomplete check-out 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 checkout times and fees associated with late checkouts.

10.2.6. Member displays inappropriate conduct or violates applicable rules and regulations.

10.2.7. Member allows unauthorized guests to use lodging facilities.

10.2.8. Member fails to utilize the ALRS to make reservations within the allotted time frame

10.2.9. Member misuses the ALRS system – ex. making reservations and canceling and then calling again to possibly obtain an off-base hotel.

10.2.10. Member shows up with family without prior approval.

10.2.11. Member shows up with pets.

10.2.12. Member fails to make their ADT reservations through on-base lodging.

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

10.3.1. No-Show - First Offense member will be counseled by squadron leadership.

10.3.2. No-Show - Second Offense within a 12-month period (starting on the date of the first offense and for the 12 month period after the first offense) is a minimum of six months loss of UTA lodging privileges. Reservists in this status may utilize government quarters; however, the wing/unit of assignment will not pay for lodging members who fail to comply with this directive. Reservist in this status has the option to make other lodging arrangements not at government expense.

10.3.3. No-Show - Third Offense within a 12-month period (starting on the date of the first offense and for the 12 month period after the first offense) is a minimum of one year loss of UTA lodging privileges. Reservists in this status may utilize government quarters; however, the wing/unit of assignment will not pay for lodging members who fail to comply with this directive. Reservists in this status have the option to make other lodging arrangements not at the government expense.

10.4. Failure to use the ALRS to make room reservations. First incident, member will meet with Services lodging personnel to ensure the member knows how to properly utilize the system. Second incident, member will have to find their own lodging (not reimbursable by unit) and lose their lodging privileges for the UTA period. Third incident the member will lose their lodging privileges for six (6) months.

11. Complaint Procedures:

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

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

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

12. Manual Lodging Procedures:

12.1. In the case of the ALRS being unavailable, 507 FSS/SVF Lodging Office will make reservation to be done according to established procedures.

12.2. First Sergeants will provide sign in sheets at UTAPS for the next UTA. The member will fill out to complete reservation. Lodging Office will make the reservation and call the member back with a confirmation number.

12.3. Indian Hills Inn will be occupied first, and then contracted hotels will be utilized.

12.4. The reservation form must be turned in no later than 5(five) days after the UTA.

12.5. If member doesn't comply, they must call their First Sergeant to ask for a reservation.

12.6. ADT and Dual status process will continue to be done according to section 8 of this publication.

RUSSELL A. MUNCY, Colonel, USAFR
Commander

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

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

AFI 34-246, *Air Force Lodging Program*, 11 November 2007

AFI 33-332, *Air Force Privacy Program*, 16 May 2011

AFI 36-2254V1, *Reserve Personnel Participation*, 26 May 2010

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

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ACG—Air Control Group

AD—Active Duty

AF—Air Force

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

ALRS—Automated Lodging Reservation System

ART—Air Reserve Technician

ARW—Air Refueling Wing

BPA—Blanket Purchase Agreement

CBCS—Combat Communications Squadron

CC—Commander

COB—Close of business

FSS—Force Support Squadron

SVF—Services Flight

GPC—Government Purchase Card

IAW—In Accordance With

IDT—Inactive Duty Training

LNA—Letter of Non-availability

MSG—Mission Support Group

NLT—No latter then

O&M—Operations and Maintenance

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

RMP—Readiness Management Period

RUTA—Rescheduled Unit Training Assembly

SNCO—Senior Non-commissioned Officer

ULM—Unit Lodging Monitor

USAFR—United States Air Force Reserves

UTA—Unit Training Assembly

WLM—Wing Lodging Monitor