

**BY ORDER OF THE COMMANDER  
927TH AIR REFUELING WING**

**927TH AIR REFUELING WING  
INSTRUCTION 34-135**



**12 DECEMBER 2022**

**Services**

**RESERVIST LODGING PROGRAM  
PROCEDURES**

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This instruction implements Air Force Policy Directive (AFPD) 34-1, *Air Force Services*. This instruction extends the guidance of Air Force Manual (AFMAN) 34-135, *Air Force Lodging and Air Force Laundry and Linen Exchange Programs*. It provides guidance and procedures for personnel authorized to occupy quarters (on-base/off-base contract commercial) and mandates use of lodging for all 927th Air Refueling Wing (927 ARW) Reserve personnel performing active duty and inactive training tours. It applies only to Air Force Reserve Command (AFRC) members assigned to units within the 927 ARW physically located at MacDill Air Force Base (AFB), Florida. This publication may not be supplemented or further implemented/extended. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Department of the Air Force (DAF) 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 generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with the Air Force Records Disposition Schedule which is located in Air Force Records Management System. 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. Failure to comply with this this publication is punishable as a violation of Article 92, of the Uniform Code of Military Justice (UCMJ).

## ***SUMMARY OF CHANGES***

This publication has been updated to reflect current references, the conversion of lodging to 100% non-appropriated fund (NAF) activity, and to include guidance and use of the Automated Lodging Reservation System (ALRS) mobile app.

### Lodging Overview

- 927 Air Refueling Wing centrally funds lodging for all periods of Inactive Duty Training for eligible personnel.
- Lodging costs during Active Duty Training are paid by members and reimbursable via travel voucher process.
- Centrally funded lodging is limited to MacDill Inn and specific contracted off-base establishments.

### **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 (WLRA) to manage the Wing IDT Lodging Government Purchase Card (GPC) payments.
- 1.1.3. Appoints a WLM to oversee the Wing Lodging Program (WLP).
- 1.1.4. Creates policy regarding lodging violations.

#### 1.2. Wing Lodging Resource Advisor

- 1.2.1. Complies with all Air Force GPC program directives in administering the 927 ARW IDT lodging payment process.
- 1.2.2. Maintains billing and payment documentation to ensure accurate accountability IAW Air Force requirements.
- 1.2.3. Works in conjunction with the 927 ARW Wing Lodging Manager to ensure accuracy and timely payment of 927 ARW IDT lodging invoices.

#### 1.3. Wing Lodging Manager (WLM)

- 1.3.1. Oversees the WLP, manages lodging rosters, and acts as 927 ARW liaison for MacDill Inn and off-base lodging contracts.
- 1.3.2. Works directly with MacDill Inn management to ensure adequate quarters are available to meet UTA lodging requirements.
- 1.3.3. Provides annually to MacDill Inn the 927 ARW Wing's FY UTA schedule when approved to coordinate group blocks.
- 1.3.4. Manages lodging reservations via the ALRS. Transfers reservations to appropriate hotel.
- 1.3.5. Assists the WLRA in validating IDT lodging invoices from on and off-base lodging.

1.3.6. Works with units to ensure all IDT lodging requirements are properly identified.

1.3.7. Actively monitors no-show violations to prevent waste of lodging funds. Issues no-show violation letters.

#### 1.4. Unit Commanders

1.4.1. Enforce wing guidance for members within the commuting/non-commuting area.

1.4.2. Enforce Wing Commander's no-show policy and disciplinary actions regarding unit members who receive violation letters.

1.4.3. Work with WLM to research no-show violations.

#### 1.5. Unit Members

1.5.1. Request/confirm lodging reservations as soon as a requirement for lodging becomes known.

1.5.2. Be personally responsible for making lodging reservations for all IDT and ADT. If additional lodging is required in conjunction with the regularly scheduled UTA (before and/or after) the member is responsible for requesting lodging through the 927 Lodging Workflow Org Box, [927FSS.SVS.LodgingWorkflow@us.af.mil](mailto:927FSS.SVS.LodgingWorkflow@us.af.mil).

1.5.3. Cancel lodging reservations when lodging requirement is no longer needed. All cancellations/changes must be made at least 24 hours prior to check in time with appropriate hotel. Cancellations made after this time are subject to a no-show violation. ***Members are directly responsible for making and cancelling their own lodging reservations for any duty periods through the use of the ALRS Mobile App, WLM, or MacDill Inn.*** Members in an IDT status who do not make reservations IAW this instruction will not be provided centrally funded lodging. Members who fail to cancel IDT reservations if requirements change will be charged a no-show fee equal to one night's stay, payable with the member's personal charge card/cash to the hotel front desk.

1.5.4. MacDill Inn and off-base hotels may request members provide a personal credit card to cover incidentals prior to check-in. Failure to do so may result in the member being denied lodging accommodations.

1.5.5. Keep lodging room secured at all times. 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.

1.5.6. Members can provide feedback on lodging facilities by emailing the lodging org mailbox.

## 2. Lodging Eligibility and Procedure.

### 2.1. Eligibility for Central Funding

2.1.1. The commuting distance for 927 ARW members is established in policy by the 927 ARW/CC and validated semi-annually. 927 ARW personnel living outside the established commuting distance are eligible for lodging at the expense of the 927 ARW when performing inactive duty training at MacDill AFB.

2.1.2. Members are personally responsible for monitoring their eligibility status with each revised validation. 927 ARW personnel will not notify individual members who gain or lose eligibility.

2.1.3. A member living inside the established commuting distance may submit a request for an exception to policy (ETP) to be entitled to centrally funded lodging. ETPs may be temporary or permanent in nature. An ETP template can be requested from the WLM for the member to route through their unit commander to the group commander for approval. Stand-alone squadrons and wing staff agencies will route to their equivalent command authority. Finalized ETPs must be submitted to the WLM for record. After the WLM records the ETP, the member will be entitled to centrally funded lodging.

## 2.2. Centrally-Funded Process

2.2.1. UTA Lodging. All centrally-funded 927 ARW personnel must use on-base lodging when available. For regularly scheduled Unit Training Assemblies (UTAs), members are directed to use the ALRS mobile app. Members who do not have mobile app capability can make reservations in ALRS via phone by calling (813) 828-8065 or directly with the 927 ARW WLM by emailing the lodging org mailbox. Lodging reservations for rescheduled UTAs or lodging requirements for duty performed in conjunction with a UTA should be made with the 927 ARW WLM by emailing the lodging org mailbox. All other reservations will be made through MacDill Inn. Reservations for UTA's can be made one year in advance utilizing the ALRS mobile app. At 1200 on the Wednesday prior to every UTA ALRS will be locked and no further reservations can be made for that UTA. Members who fail to make a reservation by the cutoff time may be responsible for securing their own lodging.

2.2.2. Newcomer Lodging. New unit members residing outside the commuting distance and reporting for their first UTA will have lodging coordinated on base, provided adequate lodging is available, based on rank. The Military Personnel Section (MPS) will notify individual units, finance and lodging of newcomers' status. It is the responsibility of the MPS and the individual units to brief the newcomer to notify the MacDill Inn or the WLM if they require a cancellation or changes to their reservation. After the first UTA, unit-assigned members will be responsible for making their own lodging reservations via ALRS. Newcomers must submit an email to [927FSS.SVS.LodgingWorkflow@us.af.mil](mailto:927FSS.SVS.LodgingWorkflow@us.af.mil) to request a mobile ID. Member must provide the following information in the email request: name, rank, civilian email, unit assigned, HOR zip code, and mobile phone number.

## 3. Reservation and Payment Procedures.

### 3.1. Active Duty Tours (ADT)

3.1.1. All ADT lodging reservations not in conjunction with IDT must be made directly by calling MacDill Inn at 813-828-4259 or scheduling in DTS.

3.1.2. An AF Form 938, *Request and Authorization for Active Duty Training/Active Duty Tour*, may be required for presentation upon check-in for ADT reservations.

3.1.3. Unit-assigned members performing ADT: Military Personnel Appropriation (MPA), Reserve Personnel Appropriation (RPA) and Annual Tour (AF Form 938),

regardless of per diem status, are individually responsible for their lodging charges and will contact MacDill Inn directly for all reservations or email the WLM via. Members will file a travel voucher for reimbursement (normal procedures apply).

3.1.4. If commercial lodging other than MacDill Inn is utilized, a non-availability statement must be obtained by the first day of the reservation and filed with the members travel voucher for reimbursement. The non-availability statement can be obtained through MacDill Inn or generated from DTS authorizations. No other unit or organization is authorized to issue non-availability statements.

### 3.2. Inactive Duty Tours (IDT)

3.2.1. Per AFMAN 34-135, Attachment 2, A2.9, Reserve Components are authorized to pay the lodging costs for their members in an IDT status only when Government-controlled quarters, i.e., on-base lodging or off-base contract commercial lodging, is provided.

3.2.2. Members who perform ADT *in conjunction* with any form of IDT (Unit Training Assembly (UTA), Rescheduled Unit Training Assembly (RUTA), Additional Flying Training Period (AFTP), Additional Ground Training Period (AGTP), or Readiness Management Period (RMP) must request lodging via the 927 Lodging Workflow Org Box: [927FSS.SVS.LodgingWorkflow@us.af.mil](mailto:927FSS.SVS.LodgingWorkflow@us.af.mil). AF Form 40A, *Record of Individual Inactive Duty Training*, will be submitted. Lodging cannot be coordinated in ALRS.

3.2.3. Unit-assigned members performing IDTs away from home station: RMP, UTA, and AFTP 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 TDY Travel of DoD Personnel*, prior to the start of their tour.

3.2.4. Unit-assigned members performing IDTs at home station will not pay for lodging room charges if their unit-provided lodging privileges have not been suspended. Lodging room costs (on-base and off-base quarters) for unit-assigned members performing IDTs at home station will be paid by the wing. Payment for personal charges, e.g., telephone, in-room charges, late-check out fees, sundry items, 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's away from home station.

3.2.5. When a unit-assigned member performs an IDT at home station in conjunction with an active duty tour, to include annual tour 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 active duty tours regardless of per diem status and must file a travel voucher for reimbursement.

3.2.6. UTA lodging accommodations with dependents will be assigned to members who utilize the Family Child Care (FCC) program services. Email from the FCC confirming enrollment of the dependent must be sent to the WLM upon initial enrollment and on a quarterly basis thereafter.

### 3.3. Contract Lodging

3.3.1. Existing quarters that comply with Department of Defense (DoD) and Air Force Lodging Standards as stated in AFI 34-135, Table 1.1, Minimum Space and Privacy

Standards, must be used. All quarters (Officer and Enlisted) on MacDill AFB are adequate IAW these directives.

3.3.2. All reservations, regardless of rank, will be assigned to on-base quarters until all available rooms have been reserved. Once all on base rooms are completely occupied, members will be lodged off base with contracted lodging (**NOTE: 927 ARW contracted hotels do not include the entirety of MacDill AFB's Local Area Hotel Listing**). ***Reservations made outside of contracted hotels will be the member's responsibility.***

3.3.3. Temporary Lodging Facility (TLF) policy: TLFs are not authorized while in IDT status, unless authorized by the Wing Commander or designee.

#### 4. Lodging Policy.

##### 4.1. Authorized Use of Rooms

4.1.1. Family, friends, or other personnel not on orders, unless otherwise noted or authorized by the Wing Commander, are not authorized to stay in on-base lodging paid for by the 927 ARW during a UTA or when on orders for the 927 ARW. Unit members are not authorized lodging room deviations due to unauthorized personnel traveling with the individual. Members can have guest visit with him/her but will not make separate reservations that are billed to the 927 ARW and will incur all related charges stemming from those guests.

4.1.2. Pets are not authorized at the MacDill Inn facilities, unless there is a reservation for pet friendly accommodations. Members violating this policy may be charged a cleaning fee based on expenses incurred returning the room to inventory for violating the no-pet policy. Once cited, these individuals are subject to eviction as determined by the MacDill Inn General Lodging Manager, are directly responsible for damages, and will not be reimbursed for any fees and costs involved. Members traveling with pets must contact the WLM to verify availability and cost associated with lodging pets.

4.1.3. All Air Force Inns lodging rooms are non-smoking areas. Members staying in Air Force lodging may be charged a cleaning fee based on expenses incurred to return the room to a smoke-free condition. Once cited, these individuals are: directly responsible for damages, subject to eviction as determined by the MacDill Inn General Lodging Manager, and will not be reimbursed for any fees or costs incurred.

4.2. Violation of Lodging Policy. For no-show violations the Commander, First Sergeant, SEL, and member will receive a violation memorandum via email from the WLM indicating they were in violation of 927 ARWI 34-135.

4.2.1. No-shows. The 927 ARW guarantees payment for IDT lodging rooms reserved and not used. Members who fail to check-in at their confirmed time are considered a no-show. It is the member's responsibility to contact the WLM to notify of adjustments needed to reservations. If it is within 24 hours prior to the scheduled check-in time the appropriate hotel should be contacted directly to make adjustments to reservations.

4.2.1.1. Upon the first violation a warning will be issued. A fee will not be charged to the member.

4.2.1.2. A subsequent violation will result in the member being responsible to pay any fees incurred. Fees must be paid to the MacDill Inn front desk within 30 days. Lodging entitlements will be suspended until the debt is settled.

4.2.1.3. If payment is not made within 30 days the member will lose access to centrally billed lodging until

4.2.1.3.1. The debt is settled.

4.2.1.3.2. The member pays lodging costs for one UTA weekend.

KURT A. MATTHEWS, Colonel, USAF  
Commander

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

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

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

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020, Incorporating Change 1, 28 July 2021

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

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

DoDM 4165.63, *DoD Housing Management*, 28 October 2010

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

***Adopted Forms***

DAF Form 847, *Recommendation for Change of Publication*

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

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

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

***Abbreviations and Acronyms***

**927 ARW**—927th Air Refueling Wing

**AD**—Active Duty

**ADT**—Active Duty Training

**AF**—Air Force

**AFB**—Air Force Base

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AFTP**—Additional Flying Training Period

**ALRS**—Automated Lodging Reservation System

**DoD**—Department of Defense

**DoDI**—Department of Defense Instruction

**GPC**—Government Purchase Card

**GTC**—Government Travel Card  
**GTP**—Ground Training Period  
**IAW**—In Accordance With  
**IDT**—Inactive Duty Training  
**MPA**—Military Personnel Appropriation  
**MPS**—Military Personnel Section  
**NLT**—No Later Than  
**O&M**—Operations and Maintenance  
**OPR**—Office of Primary Responsibility  
**POC**—Point of Contact  
**RDS**—Records Disposition Schedule  
**RMP**—Readiness Management Periods  
**RPA**—Reserve Personnel Appropriation  
**RUTA**—Rescheduled Unit Training Assembly  
**TDY**—Temporary Duty  
**TLF**—Temporary Lodging Facility  
**USAF**—United States Air Force  
**USAFR**—United States Air Force Reserve  
**UTA**—Unit Training Assembly  
**WLM**—Wing Lodging Manager  
**WLRA**—Wing Lodging Resource Advisor

### *Terms*

**Commercial lodging**—Commercial accommodations under lease, contract, or memorandum of understanding or agreement to the government for transient lodging use.

**Government Lodging**—Lodging accommodations the Department of Defense owns, leases, obtains by permit, or otherwise acquires.

**Inactive Duty Training (IDT)**—periods of member training to include: Unit Training Assemblies (UTAs), rescheduled UTA (RUTAs), additional flying training periods (AFTPs), and for additional ground training periods (AGTPs).

**Non-Availability Numbers**—Refers to no availability of government quarters or meals. Lodging issues the TDY member a non-availability letter when government lodging is not available.

**Temporary Lodging Facility (TLF)**—Lodging used primarily to house members and their dependents (incident to PCS) and friends and relatives of patients in Air Force hospitals