

**BY ORDER OF THE COMMANDER  
934TH AIRLIFT WING**

**934TH AIRLIFT WING INSTRUCTION  
34-135**



**19 FEBRUARY 2026**

**Services**

**RESERVIST LODGING PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 934 FSS/FSV

Certified by: 934 MSG/CC  
(Lieutenant Colonel Patrick M.  
McDonald)

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This instruction implements Air Force Policy Directive (AFPD) 34-1, *Air Force Services* and extends guidance of Air Force Manual (DAFMAN) 34-135, *Air Force Lodging Program*. It establishes procedures and responsibilities for personnel authorized to occupy quarters. It applies to 934th Airlift Wing (AW) personnel. Failure to comply with this directive may result in loss of lodging privileges. Ensure that all records created as a result of process 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) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from their field through the appropriate functional's chain of command.

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. This revision includes updating responsibilities regarding Unit Training Assembly (UTA) lodging needs utilizing the Automated Lodging Reservation System (ALRS). It prescribes the 934 AW Form 2, *AFTP/AGTP Lodging Certification*.

**1. Procedures.** Base lodging will be fully utilized before providing reservists commercial contract lodging. Government quarters are only authorized for those persons residing beyond the designated radius, as determined by the Joint Travel Regulation or base procedures. The base procedures for the Minneapolis-St Paul IAP Air Reserve Station are as follows:

1.1. The established local commuting area for reservists assigned to the 934th Airlift Wing consists of a one-way distance of 50 miles or less; any drive exceeding 50 miles will be considered outside the local commuting area.

1.2. The Lodging Authorization Program will be maintained by the 934 Force Support Squadron Sustainment office. Members near the 50 mile calculation concerned about the safety of their commuting distance/time can apply for an exception to policy as stated in [para 1.3](#).

1.3. In the event that a person needs relief from this policy, [Attachment 3](#), Commuting Waiver Letter is submitted by the unit commander through the group and wing commander to 934 FSS/FSV for final approval. Situations that might warrant a waiver could include: (a) operational requirements of a lengthy nature in excess of 12 hours: (b) the person needs to be on-call in the immediate area: (c) the member is supporting a 24-hour operation: (d) bona fide questions arising from the distance determination such as significant detours that might affect the 50-mile travel radius. Convenience to the person should not be a consideration when requesting a waiver.

1.4. Lodging reservations are required to be made no later than 2200 hours the Sunday before each Unit Training Assembly (UTA). If the reservist has not made lodging reservations by that time/day, they will not get lodging provided at government expense. Extenuating circumstances will be reviewed on a case-by-case basis by 934 FSS/FSV Sustainment Services ART and 934 FSS/SEL. Any specific questions regarding entitlements associated with the local commuting area should be referred to 934 FSS/FSV.

**2. Responsibility.** It is each member's responsibility to make and cancel reservations using ALRS.

- Members wanting to enroll in this feature must contact their Unit Lodging POC and must ensure their personal information is accurate at all times (cell numbers, ranks, address changes)
- Cell numbers are required and it only works on Android and iPhones
- Mobile app is for IDT and ADT reservations
- Once enrolled, do not "Opt Out or respond "Stop to text messages; you will be disenrolled and permanently prevented from using the app for that phone number
- After one year of inactivity, members will be removed and cannot use mobile app but can re-enroll in standard ALRS through their Unit Lodging POC.

2.1. Sustainment Services ART will:

2.1.1. Operate ALRS. Personnel with reservations are given first come, first serve room assignments. Only when all on-base quarters have been assigned will commercial contract lodging be used.

2.1.2. Promptly notify all units of procedural changes affecting lodging.

2.1.3. Arrange off-base commercial contract lodging. Upon receipt of hotel billing, verify invoices and all billings. Certify and forward to 934 AW/FMC for payment.

2.2. Unit Commanders will:

2.2.1. Appoint a unit lodging monitor who acts as liaison between base lodging and reservists regarding reservations.

2.2.2. Ensure all personnel are briefed on lodging procedures at least semi-annually.

2.3. Reservist will:

2.3.1. Contact their unit lodging monitor requesting approval for lodging (initial time only). If approved, reservist will make, change and cancel all lodging reservations using ALRS by using the app.

2.3.2. The Sustainment Services ART will enter member's information into ALRS, member will receive a text with a new User ID and PIN.

2.3.3. Know the status they will be in prior to making the reservation.

2.3.3.1. Inactive Duty for Training (IDT): 934 AW will pay lodging cost. This consists of presenting an AF Form 40A, *Record of Individual Inactive Duty*, when performing a rescheduled UTA/Readiness Management Period (RMP) or a 934 AW Form 2, *AFTP/AGTP Lodging Certification* when performing Additional Flying Training Period (AFTP) or Additional Ground Training Period (AGTP). For RMPs, AFTPs and AGTPs, the reservist is authorized lodging only if their report/release time requires them to travel between 2400-0600 hours.

2.3.3.2. Active Duty for Training (ADT): Reservist on orders will pay and be reimbursed via a travel voucher.

2.3.4. UTA reservations using ALRS cannot be made after 2200 hours on the Sunday prior to the UTA.

2.3.5. If on-base lodging is full, the name/location of a commercial hotel and confirmation number are provided at the time the reservation is made. Go directly to the hotel to check in.

2.3.6. Problems with ALRS or forgetting your PIN, text the ALRS phone at 612-499-7797.

### 3. On-Base Quarters (North Country Lodge)

3.1. Check-in time is 1400 hours and checkout is 1100 hours. If arrival is prior to 2200 hours, present your military ID and a valid credit card, to file for incidental purposes, to front desk personnel. If arriving after 2200 hours and reservist has guaranteed their reservation with a credit card, room key will be placed in an electronic key box located off the lobby. Members arriving after 2200 hours also need to report to the front desk the following morning after arrival to place a valid credit card on file for incidentals and turn in a signed registration form. Key boxes are programmed with the last four numbers of the individual's driver's license (DL) number (or 0000 if no DL). Trouble-shooting instructions are provided.

3.2. Pay for room charges or present a copy of an authorized AF Form 40A/934 AW Form 2. If lodging does not have the form before check-in, they will ask for a credit card or cash

payment. Failure to provide the form prior to checkout will result in the individual being charged.

3.3. Keep room secured at all times. Individuals are responsible for any loss or damage occurring to government property. Do not leave valuables, i.e. money, jewelry, credit cards, or other high cost items in their rooms. Lodging is not responsible for lost or stolen items.

3.4. Checkout time for lodging is 1100 hours. Members are required, unless prior arrangements have been made with the lodging office, to return their room key cards to the front desk or inform the front desk once they have departed their room, so they can be properly checked out. Anyone exceeding checkout time without this arrangement will be charged an additional day. Per [para 3.2](#) above, any forms used for payment must be turned in prior to check out or lodging cannot check the member out of their room and the member will be charged directly to include any late check out fees.

**4. Off-Base Quarters.** Reservists lodged in off-base quarters will:

4.1. Be directed to off-base lodging by ALRS when making their reservation if on-base lodging is full. Reservists may go directly to the commercial hotel. Coming to base lodging is not required for either arriving or departing.

4.2. Present military ID card at check-in.

4.3. Be lodged one person per room.

4.4. Present payment for any deposits required by the hotel. A credit card is required to cover any miscellaneous costs incurred by the reservist (i.e. movie rental, room service, etc.)

4.5. Checkout and return key to hotel desk by posted hotel checkout time. Sign all forms at the hotel desk. Untimely checkout may incur additional expenses paid at time of checkout.

**5. Walk-In Policy** . Per DAFMAN 34-135, *Air Force Lodging Program*, reservists are required to make advanced reservations. Reservists who walk-in without making reservations may still utilize government quarters, however, the unit of assignment will not pay for lodging of reservists who fail to comply with this directive. (EXCEPTIONS: New recruits, reservists returning from long deployments, etc.) It is the unit lodging monitor's responsibility to ensure that all reservists are aware of and in compliance with this policy.

**6. UTA No-Show Policy.** Reservists must make every reasonable effort to cancel or change UTA lodging reservations by 1800 of the arrival date. If a reservist makes a lodging reservation and has not checked into lodging by 0600 hours of the day following the scheduled arrival date, the reservist will be deemed a "no-show" and the entire reservation will be cancelled. In any event, the reservist will be issued a "Letter of Warning" from lodging for the "no-show." North Country Lodge will provide a copy of the "Letter of Warning" to 934 FSS/FSV, and upon receipt of same, 934 FSS/FSV will provide a copy to the lodging monitor of the reservist's unit.

6.1. If a reservist is deemed a "no-show" for a second time in a 12-month period, the reservist will receive a "Denial of Lodging Reimbursement" letter, which will make the reservist ineligible for lodging reimbursement for the reservist's next UTA. Reservists receiving such a letter may still make reservations, but they will not receive lodging reimbursement from 934 AW. After being denied lodging reimbursement for one UTA, the reservist will be eligible to receive lodging reimbursement for following UTAs.

6.2. If a reservist is deemed a “no-show” for a third time in a 12-month period, the reservist will be responsible, without reimbursement from 934 AW, for paying for lodging associated with the third “no show” and for any lodging associated with “no-shows” occurring within 12 months of the third “no show.”

6.3. A reservist deemed a “no show” under this Section 6 may make a written request (through the reservist’s chain of command) that the “no show” determination be rescinded for exceptional circumstances, and the 934 AW/CC or its designee may honor such a request. The 934 AW/CC or designee will provide the Sustainment Services ART and reservist’s unit lodging monitor with written notice of any such rescission.

**7. Newcomers.** Newcomers residing outside the commuting distance will be lodged on-base for their first UTA. 934 FSS/FSV will make the newcomer’s first reservation. 934 FSS will notify individual units, and the lodging office of newcomers’ status. After the first UTA, reservists will be responsible for making their own reservations via ALRS.

**8. Hours of Operation.** Contact North Country Lodge’s Front desk at 612-424-7885, ext 0 for daily hours of operation. Front desk is open until 2400 hours on Fridays during 934 AW UTAs.

**9. In Cases of Emergency** call 911 from an on-base phone or (612) 713-1911 from a cell phone. For a non-emergency call (612) 713-1102.

SAMUEL J. KRAEMER, Colonel, USAF  
Commander

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

AFPD 34-1, *Air Force Services*, 2 November 2012

DAFMAN 34-135, *Air Force Lodging Program*, 1 July 2019

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

AFI 65-109, *Preparation of AF Form 938*, 1 September 1996

DoD 7000.14-R, *Department of Defense Financial Management Regulation*, Volume 9, Chapter 4, Section 040803, July 2016

Joint Travel Regulation, Section U3500

Defense Table of Official Distances (DTOD)

***Prescribed Forms***

934 AW Form 2, *AFTP/AGTP Lodging Certification*

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

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

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFRIMS**—Air Force Records Information Management System

**AFTP**—Additional Flying Training Period

**AGTP**—Additional Ground Training Period

**ALRS**—Automated Lodging Reservation System

**CMD**—Command

**ID**—Identification

**OPR**—Office of Primary Responsibility

**PIN**—Personal Identification Number

**RDS**—Records Disposition Schedule

**RMP**—Readiness Management Period

**UTA**—Unit Training Assembly

**Attachment 2**

**REQUESTING UTA ON-BASE LODGING PRIORITY**

Date

MEMORANDUM FOR 934 FSS/FSV ATTN: WING LODGING POC

FROM: UNIT/CC

SUBJECT: Command Approval for UTA On-Base Lodging

1. Request the following individuals be lodged on-base for reasons indicated:

| <u>RANK</u> | <u>NAME (Last, First)</u> | <u>JUSTIFICATION</u>  |
|-------------|---------------------------|---|
| MSG         | DOE, JOHN E.              | Irregular work schedule requiring short notice start/stop times   |
| TSG         | HANSON, LEO C.            | Required to work unusually long hours during the training weekend |

2. This special authorization expires 30 Sep XXXX. (\*\*All command (CMD) special authorizations will need to be reviewed and updated each fiscal year. If the requirement is not needed for an entire 12-month period, please enter the timeframe. For example, reservists requiring CMD authorization to plow snow should only need CMD authorization from Nov to April of each fiscal year.)

Signature Block  
Commander, Your Unit

## Attachment 3

## COMMUTING WAIVER LETTER

Date

MEMORANDUM FOR 934 GROUP/CC

FROM: UNIT/CC

SUBJECT: Commuting Area Waiver Request, SSgt John Doe, (Last 4 of Phone Number)

1. Request your approval to waive the local commuting area policy for SSgt John Doe. **\*\*PLEASE SPECIFY IF THIS WAIVER IS FOR "UTA LODGING ONLY" OR IF THE WAIVER ALSO INCLUDES PER DIEM ENTITLEMENTS WHEN MEMBER IS ON ORDERS\*\*** The following information is provided:

Justification: State the mission requirements that explain why he/she requires special consideration to be allowed UTA lodging and/or per diem entitlements; if performing active duty. If not specified for per diem entitlements, it will be assumed the waiver letter is for UTA lodging only. See below example:

**(SSgt John Doe is an ART responsible for scheduling all training events to be held each UTA. The events schedule, along with pertinent information obtained throughout the month from various base organizations, to include the pre-UTA Commanders Meeting, is disseminated to the unit's senior leaders during a meeting conducted by SSgt Doe the Friday preceding every UTA. This meeting begins at 1630 and routinely concludes after 1800. Resulting updates and corrections to the schedule must be made prior to 0730 on Saturday of the UTA forcing SSgt Doe to work into the late evening hours. SSgt Doe has reported that his commute time is no less than 63 minutes when there is little or no traffic while strictly obeying traffic laws. Traffic on Friday and Saturday evenings is consistently high regardless of the route taken and typically adds 30 to 60 minutes to the drive.)**

2. This waiver will expire on \_\_\_\_\_.

Signature Block  
Commander, Your Unit

1st Ind, 934 Group/CC

Date

MEMORANDUM FOR 934 AW/CC

Approved//Disapproved.

Signature Block  
Commander, Your Group

2nd Ind, 934 AW/CC

Date

MEMORANDUM FOR 934 AW/FMC

Approved//Disapproved.

Signature Block  
Commander, 934th Airlift Wing