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Services

LODGING PROCEDURES



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 434 SVF/SVML (Sharon C. Jackson)
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This instruction implements AFRPD 34-6, *Air Force Lodging*. It establishes responsibilities and policies for lodging 434 ARW personnel. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 5 U.S.C. 552a. System of records notice FO12AFB, Privacy Act Request File, applies.

SUMMARY OF REVISIONS

The title has been changed and this revision provides new guidance for requesting lodging. This revision aligns this instruction with current instructions in AFI 37-160V1, *The Air Force Publications and Forms Management Programs—Developing and Processing Publications*. A (I) indicates revisions from the previous edition.

1. Reference. AFI 34-601, *Air Force Lodging Program Management*.

2. Responsibilities:

2.1. 434 SVF/SVML provides adequate quarters for authorized military personnel and processes reservation requests by inputting necessary information into the computer. 434 SVML obtains contract quarters to support Unit Training Assembly (UTA) lodging and other events (exercises, conferences, etc.) as required. 434 SVML ensures the 434 ARW is properly billed for service charges and advises applicable organizations of problems associated with lodging procedures.

2.2. Payment is made with IMPAC and requires two IMPAC accounts, one for on-base lodging and one for contract quarters. Existing IMPAC accounts for supplies/services may not be used for payment of reserve lodging charges. These new accounts/cards are assigned to and maintained by the Wing Lodging POC. These accounts are authorized for payment of annual tour and inactive duty training lodging (non per diem status).

2.3. The Wing Lodging POC maintains the government purchase card fund cite authorization spreadsheet, for both on-base lodging and contract quarters.

2.4. Wing Lodging POC provides an annual UTA schedule to 434 SVML and submits changes as they occur. In addition, the Wing Lodging POC submits a list of Unit Lodging POC's to 434 SVML. Wing/Unit Lodging POC's have the authority to make reservations for the UTA and alternate UTA.

2.5. Unit commanders ensure compliance with this instruction and refer questions/problems to Wing Lodging POC. The 434 MSS provides an alpha roster of non-commuting personnel to 434 SVML and updates quarterly. Lodging loads this data in the frequent visitor file.

2.6. Individuals are responsible for signing the lodging reservation sheets during UTAs for the next month's UTA. Individuals are responsible for canceling reservations for accommodations that are not used. Contact 434 SVML to cancel reservations. Failure to accept government quarters results in the individual making their own arrangements at their own expense.

2.7. The 434 ARW contracting office prepares coordinated performance work statements (PWS) to acquire additional contract quarters with a fixed price contract, separate from the lodging Blanket Purchase Agreement (BPA) if required when adequate contract quarters under the lodging BPA are not available.

3. Procedures:

3.1. Only individuals whose residence is outside the commuting area are authorized government quarters except those personnel deemed mission essential by the 434 ARW/CC. 434 ARWI 65-201, *Local Travel*, contains those areas within commuting distance of Grissom ARB. Only authorized individuals are put into the lodging database. Unit Commanders and their First Sergeants are clearly indicated on the roster for on base lodging priority. This list is updated quarterly.

3.2. 434 MSS generates (2 part paper) and distributes unit lodging reservation sheets to Wing/Unit lodging POC's each month NLT the Wednesday before the UTA. Lodging reservation sheets are kept in each unit during the main UTA and a copy remains throughout the month with the Unit Lodging POC. Reservists annotate their reservation requirements for the following month's UTA on the reservation sheets.

3.3. Reservists must contact their Unit lodging POC if there are changes for UTA participation. Each Unit Lodging POC notifies 434 SVML of these changes as they occur, and revalidates lodging requirements three days prior to the UTA with 434 SVML.

3.4. On day of arrival, 434 SVML makes room assignments for on base quarters and prints call letters for contract quarters. These letters are picked up and hand carried, or faxed to the contract facilities.

3.5. Reservists are required to check-in NLT 0400hrs Saturday (for Friday night) and NLT 1800hrs on Saturday (for Saturday night) stays. Reservists who have a reservation and check in after these times are considered a no-show, but given a room. Reservists not making a reservation and "walk-in" would be considered under "Space Available" status and could be denied lodging regardless of their military status. For cancellation of reservations reservists must contact the 434 SVML NLT the day of their reservation.

3.6. Family or guests are normally not authorized quarters during UTAs. The 434 ARW/CC may authorize exceptions for special circumstances, but such exceptions are handled on a space available basis after coordination with lodging. The 434 ARW does not pay for quarters for spouses or guests.

3.7. Individuals desiring to room together during the UTAs must register at the same time and they are accommodated if at all possible. The exception to this policy is when spouses are assigned to reserve units within the Wing and scheduled for duty during the same UTA. In these cases, the spouses are assigned to the same room.

3.8. The Air Force Reserve guarantees payment for all rooms reserved; therefore, the 434 ARW must pay for no-shows. 434 SVML annotates all reserve unit no-shows before the Friday and Saturday night audits and verifies in the Services Information Management System (SIMS). 434 SVML sends the annotated lodging reservation sheets indicating no-shows and non-reserved occupants (walk-ins) to the Unit Lodging POC's NLT Wednesday following the UTA. The 434 ARW is required to reimburse contract quarters even if there is a no-show for room. Each Group Commander establishes a no-show policy to eliminate the expenditure of funds for unused rooms.

3.9. Within five days following the UTA, Unit Lodging POC's provide the original lodging reservation sheets to 434 SVML for the next UTA. Upon receipt of the sheets, lodging should immediately begin making reservations for the next UTA (the reservation data base is completed NLT Wednesday prior to the UTA).

3.10. Within 10 working days after the UTA and the alternate UTA 434 SVML prepares bills, to include the required documentation, and meets with Wing Lodging POC to validate the accuracy of the bill and ensure no personal charges are billed to the Unit.

3.11. Once the bills are validated the Wing Lodging POC authorizes payment. The POC has five days to review the bills and make payment. Lodging costs charged on IMPAC are accounted for under EEIC 59220 for on-base and 59222 for contract quarters.

3.12. The POC makes payment to 434 SVML for on-base lodging and to contractors for off-base lodging, and retains a copy of each bill and backup documentation for lodging IMPAC statement reconciliation.

3.13. Upon receipt of statements from the banking institution, the POC has two working days to reconcile the statements to their approving official.

3.14. The approving official reviews and signs statements and forwards them to the FSO.

4. Policies:

4.1. All on-base lodging is non-smoking, with the exception of building 329 which is designated as smoking.

4.2. The bottom floor of building 333 is hereby designated Distinguished Visitor Lodging. These rooms are reserved for 0-6, civilian equivalents, or higher and E-9's. These rooms are not utilized by other individuals unless all other VOQ rooms are full. Any exceptions to this policy must be approved by the 434 ARW Commander, Vice Commander, or Support Group Commander.

4.3. Personnel utilize on-base quarters when available.

4.4. Priority for on-base quarters when available.

4.4.1. General Officers/Colonels (0-6)

4.4.2. Unit Commanders

4.4.3. Senior Enlisted Advisor

4.4.4. First Sergeants

4.5. Pets are not permitted in on-base quarters. Individuals in violation of this policy are assessed a \$25.00 surcharge to their lodging bill.

4.6. Signing the lodging reservations roster reserves a bed space. Individuals are not automatically guaranteed a specific room, either at the Grissom Inn or with the contract motels. Individuals not identified as on base priority as stated in paragraph 4.4. or identified by any 434 th commander as an on-base lodging priority, are given non-confirmed reservations and entered into the lodging SIMS computer program. These personnel are lodged in the authorized quarters on a first come, first serve basis.

4.7. When checking out report to the front desk and turn in the room key.

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Commander