



Services

LODGING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supersedes 913 AWI 34-201, 01 December 1999

Pages: 5
Distribution: F

This instruction implements Air Force Policy Directive 34-2. It provides specific guidance for lodging authorizations, requirements, and responsibilities in accordance with (IAW) AFI 34-246 and applicable supplements thereof. It applies to all members of the 913th Airlift Wing.

SUMMARY OF REVISIONS

This revision updates and realigns information throughout. Section 1.1-1.3 is completely rewritten, incorporating section 2 of old. Section 2 was moved from 5 of old, with changes in 5.1, 5.2, 5.3, and deleting 5.4. Section 3 is section 7 of old, with changes throughout. Section 3 of old is deleted entirely. Section 4 completely changes section 9 of old. Section 5 was moved from section 10 of old, section 6 from 11, with changes throughout. Sections 7, 8, and 9 are new while section 8, 12, and 13 of old were deleted. An (*) indicates revision from previous edition.

1. Policy.

*1.1. According to AFMAN 34-255, *Directory of Government Quarters and Dining Facilities*, Willow Grove ARS does not have lodging facilities available for travelers not assigned to the 913th Airlift Wing. The Wing Lodging Office exists solely to serve members of the 913th Airlift Wing who have been ordered or scheduled to perform official duty at Willow Grove ARS.

*1.2. Under normal circumstances, only members residing outside of the commuting area as defined in 913 AWI 65-102, *Commuting Area*, are authorized lodging.

*1.3. Exceptions to the lodging policy may be requested, in writing, only by the respective unit commander/or Senior ART, and approved by their group commander, and only for reasons of safety or mission accomplishment.

*1.4. The commander of each component of the 913th Airlift Wing must appoint, in writing, a primary and alternate Unit Lodging Official. Appointment letters should be addressed to the Wing Lodging Office (SVF/SV). All lodging requirements will be processed through the respective Unit Lodging Official.

2. Responsibilities.

*2.1. 913th Airlift Wing Lodging Manager – The Airlift Wing Lodging Manager manages the 913th Airlift Wing lodging program and is the primary contact for the wing during the UTA's, whose responsibility is to conduct business with the lodging facilities and to work with the individual Unit Lodging Officials.

*2.2. Unit Lodging Official – The Unit Lodging Official is appointed by the unit commander and represents the unit concerning all lodging issues. This designated person is normally full-time, whose responsibility is to conduct all lodging business for their unit and is the focal point for the 913 AW Lodging Manager.

*2.3. Individual – Member of the 913th Airlift Wing who is eligible to receive lodging. Their responsibility is to work with the Unit Lodging Official for *all* their lodging needs. They must sign the lodging roster if they need lodging for the upcoming UTA or work with the Unit Lodging Official to arrange their lodging. **NOTE:** All hotel expenses incurred as the result of meals, beverages, or telephone charges are the responsibility of the member.

***3. Procedures for Regularly Scheduled UTAs.**

*3.1. Prior to each UTA the Wing Lodging Manager will provide to the Unit Lodging Officials a copy of their respective unit lodging roster. Over the course of the UTA, Unit Lodging Officials will ensure that the rosters are initialed by all members requiring a room for the subsequent UTA. Members should use this opportunity to indicate on the roster their preferences regarding smoking/non-smoking, roommates, and buyouts. Unit Lodging Officials will make any other required changes to the rosters (i.e. additions/deletions), sign the signature block at the bottom, and return them to the Wing Lodging Manager no later than noon on the following Monday. **NOTE:** The First Sergeant may initial for the individual in their absence.

*3.2. The Wing Lodging Manager will review and certify the unit lodging rosters prior to forwarding them to the appropriate hotel for reservations and confirmations.

*3.3. At the wing staff meeting on the Wednesday prior to each scheduled UTA, the Wing Lodging Manager will distribute to all units a confirmation copy of their unit lodging roster for the upcoming UTA. Attached to the roster will be a list of newcomers. Unit Lodging Officials must review the rosters, validate the reservations already made, and make written adjustments for all required changes. Attention should be given to members who did not participate during the prior UTA, and newcomers for whom reservations may not have been made to ensure they have lodging. The reviewed and annotated rosters must be returned to the Wing Lodging Manager by the close of business that same day.

*3.4. Once the final room requirements have been identified and reservations made, the Air Force has bought the rooms. Individual members are personally responsible for notifying the hotel if there is a need for cancellation. Failure to do so will result in an identification as a “no-show” (see para 6. below).

*3.5. Only the Wing Lodging Manager may contact the hotel to make additions to the UTA lodging rosters once reservations have been made.

***4. Procedures for other than Regularly Scheduled UTAs.**

*4.1. Responsibility for lodging reservations for other than regularly scheduled UTA's is the responsibility of Unit Lodging Officials. This includes all active duty tours (annual, school, special, and MPA), and other inactive duty periods (rescheduled UTAs, AFTPs, and RMPs).

*4.2. Unit Lodging Officials have computer access to two shared spreadsheet files which will serve to record and control lodging reservations: *Active Duty Lodging* and *Inactive Duty Lodging*. These files reside on the Wing Lodging Manager's PC and will be accessible 24 hours/day. Should the LAN not be available, Unit Lodging Officials must make lodging reservations through the Wing Lodging Manager.

*4.3. Lodging Facilities.

*4.3.1. Officers. Because existing officer quarters at the Consolidated Bachelor Quarters facility on JRB Willow Grove do not meet minimum Air Force standards, officers will be lodged in a contracted lodging facility. However, they do have a limited number of officer suites for O-5's and above that do meet the standards. The availability of the rooms should be inquired about before acquiring contracted lodging.

*4.3.2. Enlisted. If rooms are available, enlisted members will be lodged at the Consolidated Bachelor Quarters on JRB Willow Grove. Only if rooms are not available will enlisted members be lodged in a contracted lodging facility.

*4.4. Once a lodging requirement is identified, the Unit Lodging Official will access the appropriate shared file based on the type of duty being performed, and follow the steps:

*4.4.1. Making a reservation.

*4.4.1.1. If enlisted, contact the Consolidated Bachelor Quarters at JRB Willow Grove and request a reservation and confirmation number.

*4.4.1.2. If an officer, or an enlisted member for whom a room at the Consolidated Bachelor Quarters is unavailable, contact any of the available contracted facilities and request a reservation and confirmation number.

*4.4.1.3. If there are no rooms at any of the contracted facilities, contact the Wing Lodging Manager for a non-availability letter.

*4.4.2. Recording a Reservation.

*4.4.2.1. Using the next available line on the appropriate spreadsheet, fill-in all required information.

*4.4.2.2. Complete a 913 AW Form 3, *Lodging Authorization*, and either fax it or provide it to the member for delivery to the lodging facility.

*4.4.3. Paying for Lodging.

*4.4.3.1. Members are individually responsible to pay the lodging facility for all tours of active duty (annual, school, special, and MPA). The cost is reimbursed through the Travel Office.

*4.4.3.2. The lodging facility will bill the Wing Lodging Manager for all tours of inactive duty (rescheduled UTAs, AFTPs, and RMPs).

*4.4.3.3. Individual members are personally responsible for notifying the hotel by 2000 hours if there is a need for cancellation. There is no need to contact the hotel for a late arrival. The room is held for the entire night. If the member fails to show they will be considered a "no-show" (see para 6. below).

5. Room Assignments and Occupancy.

*5.1. All Officers, Aircrew members requiring crew rest, and E-5's and above are authorized single occupancy lodging.

*5.2.2. All E-4's and below will be lodged double occupancy.

*5.3. Roommates must be of the same sex, unless lodging with a spouse.

5.4. Buyouts. Members subject to double occupancy lodging may choose to “buyout” the other half of their room by paying half the cost at their expense. This is a privilege that must be approved by the respective unit commander.

6. No-shows.

*6.1. Members failing to cancel confirmed reservations will be counseled by their unit commander. Subsequent no-shows will be subject to further counseling and loss of the lodging privileges for up to three months.

***7. Internal Review.** All lodging records (i.e. shared spreadsheet files) are subject to periodic internal review to ensure that provisions of this instruction are being followed. Of particular concern will be the determination that only non-commuting reservists receive lodging, and that the Consolidated Bachelor Quarters at JRB Willow Grove are utilized for enlisted members before referral to a contracted facility.

***8. Preparing 913 AW Form 3, Lodging Authorization.** Completion of this form is self-explanatory. The Unit Lodging Official must obtain a control number from the shared spreadsheet file, complete the form, and forward (via fax or hand carried) it to the appropriate lodging facility. The lodging facility will validate the authorization and lodge the member, either as direct bill or member pays, for the amount of nights stated on the form.

***9. Forms Prescribed.** This instruction is the prescribing directive for the 913 AW Form 3.

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