



Services

LODGING SERVICES/LODGING PROCEDURES

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This instruction establishes responsibilities and procedures for the issue and checkout of quarters at Eglin AFB Fld 3 FL (Duke Field). It implements the provisions of AFPD 34-601, *Air Force Lodging*. It applies to all personnel assigned to the 919th Special Operations Wing (919 SOW).

SUMMARY OF REVISIONS

Changes paragraph 1.3. quarters charge amount per night. An * indicates revisions from the previous edition.

1. GENERAL. The 919 SOW lodging office is located in Building 3054 and provides lodging services to both active duty and the reserve personnel at Duke Field. The transient lodging is owned and controlled by the 919 SOW through host tenant support agreement with the 96 SVS/SVML (Eglin Main) and is part of the Eglin AFB lodging nonappropriated fund.

1.1. Normal lodging duty hours are:

1.1.1. 0715 - 1545 - Monday through Friday.

*1.1.2. Unit Training Assembly (UTA) Hours will be posted in UTA Bulletin.

NOTE: During scheduled UTA there will be 24-hour coverage in the Lodging Office for emergency action response purposes.

1.2. Lodging will not be open for maintenance weekend support. Supervisors will pick-up keys for personnel coming in after hours. The keys and paperwork will be returned to the lodging office the next workday.

*1.3. The 919 SOW will pay the quarters charge if personnel are in UTA or Additional Flying Training Period (AFTP) status. Annual tour, School tour, or Special tour mandays must pay the charges and claim reimbursement on travel vouchers. Space available personnel must pay charges and will not be reimbursed.

1.4. During UTAs and annual tours, personnel not living within the following boundaries will receive priority at Duke Field Lodging:

1.4.1. Gulf of Mexico on the Southern Boundary.

1.4.2. Southeast line projected by U.S. Hwy 331 directly South of U.S. Hwy 98 and 331 intersection.

1.4.3. U.S. Hwy 331 North of U.S. Hwy 98 to Hwy 394.

1.4.4. Hwy 394 and U.S. 331 intersection directly East until intersecting Hwy 81.

1.4.5. Hwy 81 North until reaching Ponce de Leon.

1.4.6. A direct line from Ponce de Leon (including all of Ponce de Leon) to Hacoda AL (including Hacoda).

1.4.7. A direct line from Hacoda to Bradley AL (including Bradley).

1.4.8. A direct line from Bradley AL to Berrydale AL (including Berrydale).

1.4.9. A direct line from Berrydale to the point that U.S. Hwy 90 crosses the Santa Rosa/Escambia county line.

1.4.10. A direct line from the U.S. Hwy 90/county line crossing Oriole Beach to the Gulf of Mexico.

1.5. Personnel who live within the boundaries above may occupy the quarters (if available) after 1800 hours Saturday during UTAs and after 1800 hours on the second day of group annual tours.

1.6. Personnel who must perform official reserve duty past midnight can receive priority lodging if the unit commander provides a letter verifying that the individual requires the room.

1.7. Personnel not on orders or whose orders indicate "commuting area" will be required to pay all lodging fees if they choose to stay in quarters. Individuals whose orders indicate, "commuting

area," yet are authorized to stay in lodging as indicted in the "Remarks" block of the orders, will not be required to pay these fees.

1.8. Individuals staying on a space available basis are required to pay for their rooms daily.

2. REFERENCE. AFMAN 34-247, *Air Force Lodging Program Management*.

3. RESPONSIBILITIES. Commanders of 919 SOW units and 919 MSS Lodging Officer will ensure procedures herein are complied with to ensure proper accounting is made for lodging services rendered.

4. PROCEDURES:

4.1. Issues/checkout actions during normal duty hours will be done by lodging office personnel as guests arrive or depart.

4.2. Issue of quarters during non-duty hours (emergency issue of quarters) will be accomplished as follows:

4.2.1. Each unit is responsible for picking up keys for individuals who will require lodging but cannot obtain a key during the established hours of operation.

4.2.1.1 Individuals receiving a key must supply required information and sign an issue record. If the individual is staying more than one night, they must report to the lodging office (Bldg 3054) the following workday and fill out the official lodging paperwork. In addition, individuals must provide copies of orders (active duty status) or AF Form 40a, **Authorization for Individual Inactive Duty Training** (UTA "make-up" inactive duty status) prior to checkout. If, for some reason, this can't be done, squadron orderly rooms will ensure orders/AF Forms 40a are provided as soon as possible.

4.2.1.2. If an individual checks out during other than normal duty hours, keys must be dropped in the key box located in the door to the Lodging Office. If the individual is on TDY or manday status, check or money order should be mailed to the following address:

919 MSS/SVH
506 Drone St Suite 6
Eglin AFB Fld 3 FL 32542-6644

Make check/money order payable to Base Lodging (Duke Field). This is a legal debt to the U.S. Government and failure to pay or follow established procedures could result in adverse official action.

5. LOGDING AT EGLIN:

5.1. All 919 SOW personnel must obtain a form letter from the 919 SOW Billeting office authorizing lodging prior to reporting to Eglin AFB lodging facility or comply with AFI 34-246, *Air Force Lodging Program*, attachment 5.

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