BY ORDER OF THE COMMANDER
927TH AIR REFUELING WING

927th AIR REFUELING WING INSTRUCTION
34-201

10 August 1999

Services

AIR FORCE LODGING PROGRAM MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFI 34-246, *Air Force Lodging Program*. It provides guidance and procedures for base and contract quarters used by all units assigned to the 927 Air Refueling Wing.

SUMMARY OF REVISIONS

This instruction has been revised completely to reflect the procedures for obtaining lodging.

1. Policy:

1.1. Since on base lodging is not available in sufficient quantity to meet AFRES needs, the AFRES lodging office will use them to suppplement the contract quarters. Quarters obtained by contracting must meet acceptable standards. Single rooms will be provided for master sergeants and above. The following groups will be lodged due to nontraditional duty hours, to maintain unit integrity, and as close as possible to the base; flight crews, Lodging/Food Service personnel and transportation personnel. Contract quarters are authorized only for those members who reside outside a 40 mile radius from the base. Individuals in any military status (i.e. UTA, Rescheduled UTA, AFTP) Each individual is responsible for making sure his/her name is given to the UTAPs monitor each month for reservations providing they reside outside the mileage restrictions.

2. Responsibilities:

2.1. The 927 Air Refueling Group Commander is designated office of primary responsibility for approving matters of policy and procedures for relative to lodging members of the 927 Air Refueling Wing.

2.1.1. The 927 Mission Support Squadron will provide the necessary personnel to support the lodging function on the UTA weekends.

2.1.2. Each unit's appointed services personnel will be required to act as the liason between the reservists and the lodging personnel.

2.1.3. All units assigned to the 927 Air Refueling Wing will provide a sign-up roster to the lodging office by 1000 hours on Sunday of each Unit Training Assembly (UTA).

2.1.4. The 927 Air Refueling Wing Career Advisor will provide a list monthly of the names of newcomers who may require lodging. This list should be updated as necessary during the month.

2.1.5. Individual reservists are ultimately responsible to insure that their reservations have been made or cancelled. Contact should be made with the lodging office at least 24 hours prior to arrival.

3. Lodging Roster and Reservation Procedures:

3.1. A lodging authorization roster is produced annually. This product identifies reservists who are authorized government lodging based on Zip Codes. Individuals who miss a UTA are required to contact the lodging office by 0900 hours of the Monday before the next UTA to assure themselves of a reservation.

3.1.1. Any individual whose name does not appear on the computer roster must submit a letter, signed by their unit commander, to verify a waiver of commuting distance. The letter will be submitted to the lodging office to keep on file and make the reservation.

3.1.2. The voice mail system will be utilized by the lodging office to receive reservations and cancellations after normal duty hours and on weekends and holidays.

3.1.3. Reservists are responsible for contacting the AFRES lodging office to make all their lodging reservations when in military status (i.e. UTA, Rescheduled UTA, AFTP status).

3.1.4. UTA Reservations will be held until 1800 hours on Friday nights and 1600 hours on Saturday nights, unless prior arrangements have been made.

3.1.5. The lodging office can only cancel reservations until 1800 hours. Individuals who do not show cause an unnecessary expense to the government and may risk suspension of their lodging privilege.

3.1.6. If an individual cancels a reservation by phone, the time, date, cancellation number, and name of the lodging clerk who accepted the cancellation should be noted.

3.1.7. IMA's are required to pay for their own rooms then they will be reimbursed through HQ AFRC.

3.1.8. Newcomers will be allowed to request lodging at any time for the first two months while they complete their in-processing. Newcomers must report to the lodging office while in-processing to receive lodging briefing.

4. Other Procedures:

4.1. All reservations must be made through the lodging office and must be picked up and signed for on by the individual or a representative from their unit.

4.1.1. The check out time is designated by each individual hotel. Individuals who check out late are responsible for any additional charges.

4.1.2. Individuals are responsible for any personal room charges they may incur (i.e. telephone calls, movie rentals). Payment for these charges are required upon check out from the hotel. Any debts not settled promptly will be collected according to Air Force Instructions.

4.1.3. Reservists must not switch rooms without prior approval through the lodging office.

4.1.4. Air Force instructions require every person staying in contract quarters to be registered at the lodging office. This is due to fire safety and emergency reasons.

4.1.5. In addition to any hotel inspections conducted by the base contracting office, a designated individual in the lodging office will submit a bi-annual inspection checklist. This checklist will be used by the lodging office to monitor the quality of the contract quarters utilized.

4.1.6. Individuals who encounter any problems at the hotels will be required to submit their problem in writing to the lodging office. We request that as much information as possible be provided. Properly submitted complaints will be responded to in writing form either the lodging office or the hotel in question.

4.1.7. If members are authorized a single room and desire to be roomed with another individual, they may request this in writing and submit it to the lodging office for approval.

4.1.8. Inspection teams will be lodged at hotels based on the ability to maintain team integrity.

5. Procedures for On Base Lodging:

5.1. Reservists are responsible for contacting the AFRES lodging office to make all their lodging reservations when in military status (i.e. UTA, Rescheduled UTA, AFTP status).

5.1.1. Any reservist who contacts Lufberry Hall directly will be responsible for any room charges incurred.

5.1.2. Individuals will be responsible for any personal room charges incurred. Payment should be made at check out.

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Commander