

**9 July 1997**

**Services**



**LODGING FOR UNIT TRAINING ASSEMBLIES  
(UTAS)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes base lodging policies and procedures to be used during unit training assemblies (UTAs). It implements Air Force Policy Directive (AFPD) 34-2, *Air Force Community Service Programs*, Department of Defense (DoD) 4165.63-M, *DoD Housing Management*, and Air Force Instruction (AFI) 34-246, *Air Force Lodging Program*. This instruction applies to all Reserve personnel assigned to the 932d Airlift Wing and subordinate units who use lodging at Scott AFB IL during UTAs.

**SUMMARY OF REVISIONS**

This revision changes references from Group (GP) to Airlift Wing (AW) and from billeting to lodging. It redefines the commuting and non-commuting areas. It includes guidance for resolving phone charge disputes and deletes references to special arrangements. It also adds wing and unit commander responsibilities, and unit lodging monitor's verification procedures. Also addressed are procedural changes in the lodging scheduling process, to include faxing lodging changes to the 375 SVS/SVMH (Lodging Reservation Office), and verifying room assignments 3 days prior to the scheduled UTA. Also added is the UTA lodging process at Attachment 1.

**1. General.** Personnel residing outside the boundaries of Scott AFB IL, as described in Scott AFB Instruction 65-201 (Attachment 2), can be lodged on or off base, up to two nights for a UTA, when performing inactive duty training (IDT). Personnel residing within the counties listed in Attachment 2 are in commute status. Individual unit commanders may request, in writing to the 932 AW/CC, authorization for lodging personnel within the commute status, as applicable in paragraph 2.2.

**2. Responsibilities:**

2.1. Wing Commander:

2.1.1. Monitors process for lodging reservists during unit training assembly, inactive duty training (IDT) status, or active duty annual tour status, when member is NOT in a per diem status.

2.1.2. Creates policy regarding no-shows, failure to return room keys, and any lodging infractions.

2.2. Unit Commanders:

2.2.1. Designate, in writing, a unit lodging monitor, primary and alternate. The designation letter will be forwarded to the wing lodging manager/representative at 932 MSS/SV.

2.2.2. Enforce policy regarding reservists identified within the commuting/non-commuting area.

2.2.3. Submit a letter of exception based on mission requirements, to the wing commander, through 932 AW/FMA, requesting individuals be authorized lodging. The letter of exception will include the individual's address, directions to the residence, and mileage. 932 AW/FMA will provide information to determine if the requesting individual is in the non-commute area. Once approved, this letter will be forwarded to Military Personnel, Customer Service.

2.2.4. Submit a letter of exception to the wing commander, when required, requesting temporary use of lodging for individuals within the commuting area. The letter will include a justification for use of lodging, such as personnel working early shifts, and the duration of the lodging requirement. Once approved, this letter will be forwarded to Military Personnel, Customer Service.

2.2.5. Enforce the wing commander's policy regarding no-shows, failure to return keys, and any lodging infractions.

2.3. 932 MSS/SV Lodging Manager/Representative:

2.3.1. Oversees the unit lodging monitors, tracks and assists with computer-generated unit lodging rosters, and acts as liaison between the Scott Inn facility and the 932d Airlift Wing.

2.3.2. Provides Scott Inn a copy of the non-commute alpha roster, extracted from the Reserve Personnel Data System, which identifies reservists that are authorized lodging at unit expense during UTA weekends, rescheduled UTAs, and annual tours, when the member is not in a per diem status.

2.3.3. Provides the Scott Inn a copy of the annual UTA schedule as soon as it is finalized and approved. Provides the Scott Inn any notifications of changes after the UTA schedule is finalized and approved.

2.3.4. Forwards all 932d lodging requirements to 375 SVS/SVMH Reservations Office no later than 5 workdays after the main UTA. Unit lodging monitors for the alternate UTA will forward rosters directly to the 375 SVS/SVMH reservation section.

2.3.5. Reviews no-show listing by 1200 hrs, Saturday of the UTA, and makes reservation adjustments as required.

2.3.6. Provides no-show listing to group commanders and unit commanders, for their action, as necessary.

2.4. 932d Military Personnel, Customer Service:

2.4.1. Creates and updates the non-commute alpha roster, extracted from the Reserve Personnel Data System. This roster will be updated monthly.

2.4.2. Processes letters of exception, adding individuals to the non-commute alpha roster when approved by the wing commander.

#### 2.5. Unit Lodging Monitors:

2.5.1. Ensure unit members properly annotate and sign the unit lodging roster during UTAs and turn in the unit roster to Bldg 3650, Room 135, Lodging In-box, NLT 1300, on Sunday of the UTA. The 73d Airlift Squadron and the 932d Aeromedical Evacuation Squadron will turn in the roster directly to the 375 SVS/SVMH Reservation Office.

2.5.2. On alternate UTAs, take unit lodging roster directly to Scott Inn, Bldg 1510, Room 127, the Monday following the UTA.

2.5.3. Make required cancellations and/or changes for unit members. All changes and/or cancellations will be faxed to the Scott Inn Reservation Desk, 256-6638. If changes require an AF Form 40A, **Record of Individual Inactive Duty Training**, or AF Form 938, **Request and Authorization For Active Duty Training/Active Duty Tour**, forward these forms to the lodging reservation desk.

2.5.4. Maintain a Unit Lodging Monitor's Continuity Folder that will include the following items. Unit lodging monitor appointment letter, the original lodging roster for the upcoming UTA, and those of the current calendar year, any faxed reservation changes, the current calendar year's validation listing.

2.5.5. Review validation listing received from 375 SVS/SVMH (5 days prior to UTA) and return, if there are any changes, to the lodging reservation desk NLT 3 days prior to the UTA.

2.5.6. Address, and attempt to resolve, any unit lodging complications. The unit lodging monitor will forward any issues that cannot be resolved to the services lodging representative.

#### 2.6. Reservists Using Lodging:

2.6.1. Personnel requiring lodging for the next month's UTA will sign the unit lodging roster after annotating dates needed for lodging and any bus/transportation requirements.

2.6.2. Ensure all lodging requests and issues are coordinated through the unit lodging monitor.

2.6.3. Coordinate all lodging cancellations and/or adjustments through the unit lodging monitor no later than 1600 hours the day of check-in. If lodging cancellations must be coordinated after 1600 on the day of check-in, call the Scott Inn at 1-800-851-7542, ext. 6-3074 or 6-1844 (ext. 0), or (618) 744-1200, ext. 0.

2.6.4. Understand that check-in hours are as follows. Friday, 1500-2200, and Saturday, 1500-1800.

2.6.5. Ensure check out, and the return of room keys, from on-base lodging is accomplished by 1200 hours on the last day of the scheduled or rescheduled UTA. Individuals not returning room keys will be subject to disciplinary action.

2.6.6. Ensure payment of phone and sundry charges are accomplished when checking out. Non-payment will result in notification to the unit lodging monitor and unit commander and subsequent denial of lodging privileges.

2.6.7. Immediately contact the unit lodging monitor should any complications arise during check-in/check-out.

2.6.8. Report both positive and negative feedback using the AF Form 3211, **Comment Card**, which can be found both in the lodging room and at the front desk.

2.6.9. Address phone disputes by completing a 375 AW Form 147, **Telephone Charge Dispute Form**, and submitting to the front desk clerk.

2.6.10. Understand that failure to use and/or cancel lodging reservations will lead to disciplinary action.

2.7. 375 SVS/SVMH:

2.7.1. Should load the non-commute alpha roster into the frequent visitor file to expedite the room assignment process.

2.7.2. Should match the UTA schedule against their known reservations for the next FY, block UTA weekends, and notify the Reserve wing lodging representative of any difficult time periods.

2.7.3. Receives next UTA/month's requirements 5 workdays after the UTA and confirms reservations approximately 10 workdays after receipt, ensuring that those individuals who need bus transportation are lodged on base.

2.7.4. Ensures lodging changes, received (faxed) from the unit lodging monitors, are updated and filed as they occur.

2.7.5. Five days prior to the UTA, forwards a validation listing, which indicates where reservists will be lodged for the upcoming UTA, to each unit lodging monitor and the 932 MSS/SV lodging representative. Accepts confirmation after review by each lodging monitor.

2.7.6. Reactivates no-shows after Friday night audit and provides no-show list to the services lodging representative.

2.7.7. Prepares bill and back-up documentation (such as the AF Form 938, AF Form 40a, and/or unit lodging revalidation/reservation listing) and validates with services lodging representative. The bill and back-up documentation, such as the revalidation listing, is then sent to 932 AW/FMA within 5 days after the UTA to authorize payment.

ALAN M. MITCHELL, Col, USAFR  
Commander

## Attachment 1

## UTA LODGING PROCESS

STEP	PROCESS	TIMEFRAME
1	932 AW/FMA provides lodging AF Form 616 for Monitors monthly; requests funds as contract quarters and a MORD for on-base billeting needed	
2	932 MSS/SV Lodging Rep provides 375 SVS/ Revised quarterly SVMH with master roster of all non-commuters	
3	932 MSS/SV Lodging Rep provides 375 SVS/ Provide annual/as changes occur SVMH with UTA schedule	
4	932 MSS/SV Lodging Rep distributes lodging ros- Provide monthly ters to units	
5	Unit lodging reps coordinate lodging requirements Complete by Sunday of the UTA for the next month to include the next UTA	
6	Unit lodging monitors turn in unit lodging roster to Complete by 1300 Sunday of the UTA Bldg 3650, Rm 135, Lodging In-box (73 AW and 932 AES bring directly to lodging)	
7	932 MSS/SV Lodging Rep forwards all unit lodg- NLT 5 days after UTA ing requirements to 375 SVS/SVMH	
8	375 Lodging confirms reservations	NTE 10 days after receipt
9	932d Reservists contact their unit lodging monitors As they occur, but NLT 1600 Friday to coordinate changes to and cancellation of reser- before the UTA or day of check-in vations	
10	Unit lodging monitors notify 375 SVS/SVMH, via As they occur fax of changes	
11	375 SVS/SVMH provides unit lodging monitors 5 days prior to UTA with validation listing	
12	Unit lodging monitors check, make changes, sign 3 days prior to UTA and return validation listing to 375 SVS/SVMH	
13	375th Lodging makes necessary changes from vali- Upon receipt dation listing	
14	Reservist arrives at lodging or contact hotel/motel Unit POC and 932 MSS/SVS Lodging for check-in Rep to assist with any problems as needed	
15	375 SVS/SVMH reactivates no-shows after Friday 0800 Saturday night audit. Wing will pay for all no-shows unless Lodging is notified of Saturday cancellation	

- 16 932 MSS/SV Lodging Rep forwards no-show list- 1200 Saturday UTA  
ing to group and unit commanders
- 17 375 SVS/SVMH prepares bill and back-up docu- Within 5 days after UTA  
mentation and validates with 932 MSS/SVS Lodg-  
ing Rep
- 18 Bill sent to 932 AW/FMA to authorize payment. Within 10 days of receipt from lodging  
932 AW/FMA then sends the bill to Defense  
Accounting Office (DAO) or Operating Location  
(OPLOC) for payment

**Attachment 2**

**INSTRUCTIONS FOR DETERMINING  
THE COMMUTING/NONCOMMUTING AREA  
FROM RESERVIST'S HOME TO SCOTT AFB IL DURING UTA PERIODS  
(EXTRACTED FROM SCOTT AFB INSTRUCTION 65-201)**

1. The following list of counties is **WITHIN THE COMMUTING AREA**. The list is divided by state into two sections.

A. **ILLINOIS**. Clinton, Madison, Monroe, St. Clair, and Washington.

B. **MISSOURI**. St. Louis, St. Charles, and Jefferson.

2. All other areas/locations not included above are considered **OUTSIDE THE COMMUTING AREA**.