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Services

LODGING

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This instruction describes policies and procedures for managing the USAFR Lodging Program. It implements AFRPD 34-6, *Air Force Lodging*. This instruction applies to all reservists utilizing lodging when in active duty, inactive duty or space available status and whether or not the lodging is paid for by the 419th Fighter Wing. This instruction applies to all wing personnel.

SUMMARY OF REVISIONS

This revision changes paragraph 3.5 to use IMPAC card to pay lodging; deletes statement for authorization for smoking in HAFB lodging facilities; renumbers paragraph 9 to paragraph 8; changes paragraph 13.2 to delete services requirement to send the member a delinquent notification by mail. A | indicates revisions from the previous edition.

1. General Policies. Lodging for active duty tour at Hill AFB UT is authorized only for personnel whose actual residence is outside the 50 mile radius or who have a hardship request approved by the group commanders.

2. Wing Commander's Responsibilities:

- 2.1. Overall operation and cost effectiveness of the Lodging Program for the wing.
- 2.2. Sets policy for lodging issues such as single/double occupancy, eligibility, and funding lodging.

3. Wing Services Responsibilities:

- 3.1. Keeps the lodging monitor letters of appointment on file for each squadron.
- 3.2. Services compiles and coordinates all lodging requests with the base lodging office, to include reservations, cancellations, changes, etc.

3.3. Generates reports at the end of each main UTA documenting no shows and no reservations. Informs each squadron lodging monitor of no shows, no reservation, and distributes the history of no shows and no reservations that directly effected their section.

3.4. Coordinates any lodging requests for unit off-station deployments when requested.

3.5. Reviews lodging bill and validates members status and use. Uses IMPAC card to pay lodging bill.

4. Squadron Commanders' Responsibilities. Appoints a lodging monitor in writing and forwards the appointment letter to SVS. Updates appointment letters annually or sooner if changes occur.

5. Lodging Monitor Responsibilities:

5.1. Coordinates with SVS on all base lodging requests for UTAs, AFTPs, special tour, annual tours, etc. This includes reservations, cancellations, and changes for assigned personnel and personnel visiting the wing for OREs, SAVs, etc. The squadron lodging monitor will not coordinate requests with the base lodging office.

5.2. Supplies the following information when requesting, canceling or changing a reservation: name, rank, unit, SSN, dates of reservation, smoking preference, status (i.e., special tours, UTA, AFTP, etc), any special requests (i.e., on base, lodged with a specific individual, etc.) and cancellation or changes to reservation dates, when applicable.

NOTE: When a member has orders in conjunction with a UTA this must be annotated on the reservation request to prevent the member being moved at the end of one reservation. This applies regardless of whether the orders are prior to or after the scheduled UTA.

6. Member/Occupant:

6.1. Requests all lodging reservations UTAs, AFTPs, special tour, annual tours, etc. go through the squadron lodging monitor. Continued failure to make or keep reservations can result in loss of lodging privileges.

6.2. Makes any hardship requests that may apply to them. If the request is for a waiver for the 50 mile radius requirement, it must go through unit commanders to their group commander for approval. A copy of the approval is sent to Services. If the request is to be lodged on base, share a room with a specific individual, etc. those requests will be made through Services. Hardship requests are updated annually to validate exiting requests.

NOTE: Abuse of lodging privileges may result in the loss of those privileges at the group commander's discretion. Monthly reports for each incident of lodging abuse is sent to the unit commander and they will take disciplinary action upon notification of abuse.

7. Lodging Male and Female Personnel:

7.1. Males and females will only share bathroom facilities as long as both agree and have signatures of approval. However, a married couple may share facilities with another married couple. All efforts will be made to lodge married couples together when possible.

7.2. If married couples do not want to be lodged together they must state so. The lodging monitor will request separate lodging at the time the reservations are made.

8. Authorized Patrons:

- 8.1. Reservists who reside outside the 50-mile radius or those with a waiver can request lodging through their squadron monitor and are considered Priority 1 personnel.
- 8.2. Family members are authorized lodging on a space available basis. The member must bear the expense of family members. These charges will be paid at check in.
- 8.3. Space available personnel are not assigned quarters if there is any possibility that it requires placing Priority 1 personnel in contract quarters. Therefore, all space-available personnel have to wait until all the authorized personnel have been lodged. The wing has the authority to request space available members to find other lodging if they take space away from Priority 1 personnel.

9. Reservations and Assignments:

- 9.1. Reservations and assignments for visiting airmen quarters (VAQ), visiting officers quarters (VOQ) and temporary lodging facilities (TLF) are made by Services through the base lodging office.
- 9.2. Quarters are reserved for the duration of the reservation. Members occupying contract quarters are responsible for additional lodging expenses incurred when they remain in commercial quarters. Members occupying base quarters, after their tour is completed will be asked to vacate the quarters if the quarters are required for another individual. They will be responsible for any additional lodging expenses, if they are allowed to remain. They will be responsible for contacting the front desk daily to see if they must vacate quarters for authorized individuals.

10. Temporary Lodging Facility. TLFs provide temporary low cost housing to authorized personnel. These facilities are limited and rarely open to space available customers. Reservists, whether on orders or not, are not authorized TLF quarters except on a space available basis. Quarters are reserved for one day at a time. When required they must vacate for authorized personnel.

11. Advance Reservations. Only personnel on active or inactive duty status may request advance reservations. Space available reservations can be requested twenty-four (24) prior to arrival.

12. Wing Financial Requirements. The wing pays for lodging for inactive duty for training (IDT), UTAs, AFTPs, and annual tours. Any member on AFTP and UTA status is given first priority. Members on AFTP or UTA status will not be given a non-availability and member will not be reimbursed.

13. Member Financial Requirements:

- 13.1. Members are responsible for any lodging costs incurred by them when in a space available status, phone calls, amenities, etc. Members also pay for their lodging when in a special tour status and claim the amount on their travel voucher by attaching the paid bill.
- 13.2. Delinquent accounts notifications are sent by the base lodging office to the individual, If necessary copies will also be sent to the member's commander and first sergeant. All delinquent accounts over 30 days will be charged a late fee by the base lodging office. Additional late fees will be added every 30 days the account is delinquent. If the delinquent account remains unpaid after 60 days, the base lodging office will initiate a military pay order (MPO) action against the member's military pay.

13.3. Members are responsible for any costs incurred by family members whether the family members reside in lodging or not.

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Commander