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Services

**UNACCOMPANIED PERSONNEL AND
TEMPORARY LODGING FACILITIES (PA)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 34-6, *Air Force Lodging*. It establishes procedures for the lodging of 349 AMW personnel. This publication is affected by the Privacy Act of 1974. Each form that is subject to AFI 37-132, *Air Force Privacy Act Program*, and required by this publication, contains a Privacy Act Statement incorporated in the body of the form. Authority to obtain this information is 10 USC 8012.

SUMMARY OF REVISIONS

This revision changed 349 MSS/SV (Services) to 349 Memorial Affairs Squadron (MAS); deleted Attachment 1, Will Commute Area for 349 AMW. Attachment 1 contained information from DFAS-DER 7010-3/349 AMW Sup 1, Travel Entitlements, Corporate Limits, and Commuting Distance of 349 AMW, which has been revised and superseded by DFAS-DER 7010-3/TAFB1, *Travel Entitlements, Corporate Limits, and Commuting Distance*. A (I) indicates revision from the previous edition.

1. General . The Travis AFB Lodging Office will provide quarters for each Air Force Reservist upon request through their unit, to the 349 MAS for each UTA, if they reside outside the designated commuting area or on an approved lodging list (i.e. commanders, first sergeants, or duty chaplains). Members on UTA are authorized one night of lodging for each UTA day. For all other tours of duty, members will contact the Travis AFB Lodging Office at (707) 424-4779.

1.1. Officers and enlisted personnel in the grade of E-7 and above are authorized SINGLE quarters when possible. When lodging is determined to be limited, officers in grades O-3 and below, E-7, and E-8 not performing flying duties, will double up if approved by the 349 SPTG/CC. Quarters for enlisted personnel, E-6 and below will be assigned on the basis of two members per room. Commanders at all levels, first sergeants, and chaplains are authorized and have priority for unshared on-base quarters with telephones. Shift work personnel, requiring on-base quarters, will be identified in the "Remarks" section of the 349 AMW Form 9, **UTA Lodging Pre-Registration Log**.

1.2. If on-base quarters are not available, members will be assigned contract quarters IAW AFI 32-6005, *Unaccompanied Housing Management*.

1.3. Commuting Area. DFAS-DER 7010-3/TAFB1, *Travel Entitlements, Corporate Limits, and Commuting Distance*, defines the commuting area for 349 AMW personnel.

2. Entitlement . Members are entitled to quarters when:

2.1. The unit commander requires the member to stay on base overnight for mission or safety reasons. A 349 AMW Form 1, Lodging Authorization, is required.

2.2. The nature of the duty, as determined by the unit commander, prevents the member from commuting. A 349 AMW Form 1 is required.

2.3. Members on Annual Tour (AT), Special Tour (RPA) or School Tour who are authorized quarters, will make arrangements through the lodging office, pay for their lodging, and claim reimbursement on their travel voucher.

2.4. Enlistment applicants who travel beyond the designated commuting area are authorized lodging. OL EA AFRRCS will authorize their lodging.

2.5. Aircrew in Additional Flying Training Periods (AFTP). Quarters will be provided when required for crew rest, show times prior to 0600L, or personal safety as determined by the 349th Operations Group Commander. 349 AMW Form 1 is required for those within the commute area.

3. Registration Procedures . 349 AMW personnel who are entitled to and request government quarters will pre-register through their unit on UTA weekends, or at the base lodging office when in any other pay status or on a rescheduled UTA. Members will make reservations in advance.

3.1. Lodging check-in begins at 1500 during the week and on the UTA. Members must present their Military Identification Card.

3.1.1. For UTA, members will sign 349 AMW Form 9, **UTA Lodging Pre-Registration Log**, for each night of lodging desired. This form is maintained at the unit for the next UTA.

3.1.2. Members in Annual Tour, Special Tour, or School Tour status must present orders or a 349 AMW Form 1, **Lodging Authorization**, signed by the unit commander or unit commander representative.

3.1.3. If a member is new to the unit, or if active duty orders have not been received, a 349 AMW Form 1 will be obtained from their unit commander or the Wing Control Center, Bldg 237, Bay G, after duty hours. Any member not identified in the computer system must present orders or a 349 AMW Form 1. The lodging office will manually register the member.

3.2. Aircrew members in AFTP, AT, or Special Tour, must present orders, flight orders, or a 349 AMW Form 1 to the lodging office. Aircrew members are authorized aircrew quarters when flight orders or a 349 AMW Form 1 are presented, indicating that the member is performing flying duties. When converting from one status to another, the lodging office will make every effort to allow aircrew members to remain in assigned quarters. Upon registration, aircrew members must coordinate with the lodging office if their duty status is going to change, (i.e., UTA to Special Tour), to prevent lodging payment problems. Aircrew members are entitled to quarters for pre-departure crew rest if the show time is prior to 0600L. They are also entitled to quarters for post mission rest, but will not necessarily

be given aircrew quarters. Loadmasters performing ground training are entitled to aircrew quarters and must present a 349 AMW Form 1 indicating training status. **NOTE:** Aircrew quarters changes are based on a 24-hour day. Aircrew performing simulator training only during UTAs are not entitled to aircrew quarters.

3.3. Check out time is NLT 1100. The 349 AMW is not responsible for late checkout charges, damage to the room or furnishings, food, beverages, Pay-Per-View TV or telephone calls. Members are responsible for these charges.

4. Pre-Registration Procedures:

4.1. At the end of each UTA, members requiring lodging for the next UTA will complete the 349 AMW Form 9. The unit Lodging Monitor will provide instruction for completing this form. The form includes a "Remarks" block where special circumstances such as desired roommate, aircrew (on flying status), late check-in, etc., should be entered. Those using military airlift must mark the "Fly-in" box and the name of the base that the member will depart from in the Remarks" block. Personnel who are not on 349 AMW Form 9 will be treated as walk-ins at the lodging office.

4.2. The 349 AMW Form 9 must be typed or computer generated and must be delivered to the 349 MAS Orderly Room in building 835; or faxed to 4-1044, to arrive NLT the Wednesday after the UTA, for the next UTA. Changes must be made during the month by the member's unit. The changes must be typed on a blank 349 AMW Form 9 and delivered to 349 MAS Orderly Room; or faxed NLT 1200 on the Wednesday prior to the UTA for additions and NLT 1200 on the Friday before the UTA for cancellation/deletions. If a reservation is made and the member does not use it, the member will be held accountable for failing to cancel reservations. Repeat failures may result in suspension of lodging privileges.

4.3. The 349 MAS will prepare an after-action report, coordinated through the 349 SPTG/CC, for each unit commander on a monthly basis for review/action.

4.4. Members requiring lodging, in other than UTA status, must call the lodging office to make a reservation. They will report with a copy of their orders or a 349 AMW Form 1. Personnel performing duty utilizing two or more types of duty status must advise the lodging clerk upon check-in, and again when the status changes, so that proper room assignments and billing can be made.

4.5. At checkout time, members must return room keys and check out at the lodging desk prior to 1100 or an extra day's charge will be assessed. When in UTA status, keys may be returned to member's unit at sign-in on Sunday. Unit lodging monitors must return keys to the lodging office with a roster of personnel and room numbers. If a member has made telephone calls or used sundry items during the visit, the member must pay the cost by annotating the list in the envelope provided in the room and pay at the lodging desk at checkout.

5. Responsibilities:

5.1. 349 MAS Officer In Charge (OIC) will:

5.1.1. Coordinate on all matters regarding lodging for 349 AMW personnel.

5.1.2. Provide the lodging office with the 349 AMW UTA schedule.

5.2. 349 MSS Personnel Systems Manager will:

5.2.1. Prepare and maintain a lodging authorized alpha roster of all 349 AMW personnel, identifying all personnel residing outside the established commute area. Ensure all approved changes to commute status are identified on the alpha roster.

5.2.2. Prepare and forward a two-part lodging authorized alpha roster monthly to 60 SVS/SVMH.

5.2.3. Prepare and forward two copies of the lodging authorized alpha roster, by unit, monthly to 349 MAS.

5.2.4. Provide manifests and one lodging authorized alpha roster monthly to the 349 Wing Control Center.

5.2.5. Prepare and forward monthly lodging authorized alpha roster, by unit, to all 349 AMW commanders or lodging monitors.

5.3. Wing Lodging Monitor will:

5.3.1. Review all UTA billing products for accuracy prior to submitting to the host Accounting and Finance Office (AFO) for payment.

5.3.2. Deliver letter of lodging service charges and folios for other charges to the host AFO for payment.

5.3.3. Establish and maintain two lodging pre-registration binders, one for the 349 AMW and one for the 60 SVS/SVMH. Provide updates, cancellations, and deletions to 60 SVS/SVMH and update each binder when appropriate.

5.3.4. Maintain a list of 349 AMW units, collect 349 AMW Form 9s from each unit lodging monitor, and provide a copy to 60 SVS/SVMH within five working days after each UTA.

5.3.5. Validate all personnel requesting lodging and bills received, prior to requesting lodging or providing payment to authorized lodging providers.

5.3.6. Collect all information and prepare a monthly report for the 349 MAS OIC's signature on all walk-ins, no-shows, no reservations and others for the prior month. Send a copy to all commanders.

5.4. Commanders will:

5.4.1. Explain lodging entitlements and procedures to new personnel during their Newcomer's Orientation and quarterly to all personnel.

5.4.2. Sign, or authorize the unit lodging monitor(s) to sign, the 349 AMW Form 1 for unit members authorized quarters, assignment for specific mission, or safety reasons. Use only the 349 AMW Form 6, **Lodging Log**, to log issued 349 AMW Form 1. After duty hours refer to procedures outlined in paragraph 5.7.1.

5.4.3. Enforce lodging procedures and provide disciplinary action to personnel who fail to cancel reservations, walk-ins, non-registered persons in room, abusive or significant inappropriate behavior, no-shows, failure to make payment of lodging charges, or damage to government property. Recommended disciplinary action (during a 12 month period) are: First Offense, Letter of Counseling from the unit commander; Second Offense, Letter of Counseling from the commander; and Third Offense, Letter of Reprimand from the unit commander and revoke lodging privileges for 6 months. Unit commanders will determine the appropriate course of action.

5.4.4. Minimize lodging expenses whenever possible. Resolve lodging problems with 349 MAS personnel, first sergeant or 349 SPTG/CD.

5.4.5. Brief personnel on theft of government property IAW AFI 23-111, *Management of Government Property in the Possession of the Air Force*.

5.4.6. Appoint a unit lodging monitor and alternate. Appoint personnel authorized to sign 349 AMW Form 1. Forward a copy of the appointment letter to 349 MAS. Ensure the unit lodging monitor attends quarterly lodging monitor meetings established by the 349 MAS. Control and process the 349 AMW Form 9. Establish a "lodging information file" to file lodging update letters.

5.5. Unit Lodging Monitor will:

5.5.1. Enforce the Wing Lodging procedures. Brief all personnel on lodging requirements and eligibility. 60 SVS/SVMH will not take individual reservations for UTA weekends and all members must pre-register through their unit lodging monitor.

5.5.1.1. Establish and maintain a lodging program within the unit. Maintain a unit lodging binder to include appointment letter, lodging forms and authorization list.

5.5.1.2. Have the 349 AMW Form 9 available at the start of the UTA for sign up of unit personnel. Members must initial which nights they require lodging. The lodging monitor may check the appropriate box with the member's permission if the member calls in or is not present. Place an "X" in the FLY IN box if the individual is a fly in and annotate origin (March ARB, Davis Monthan AFB, or Kirtland AFB). Place the commander and first sergeant's name at the top of the list and show their position title in the remarks section. If individuals desire to lodge together (i.e. spouse, friend), the name, rank, SSAN, and the unit of the desired roommate should be listed in the Remarks section for each individual. The Remarks box should identify special circumstances such as aircrew members on flying duty, late arrivals, etc.

5.5.1.3. Only a completed 349 AMW Form 9 will be submitted for pre-registrations, additions, cancellations, and deletions for UTA weekends.

5.5.2. Submit lodging reservations using 349 AMW Form 9 for the next UTA by 1200 on the Wednesday after the UTA to the wing lodging monitor. Check the lodging authorized alpha roster and approved lodging change list to ensure no unauthorized members are placed on the pre-registration list.

5.5.3. Provide additions to the initial pre-registration list NLT 1200 on Wednesday prior to the UTA.

5.5.4. Provide cancellations or deletions NLT 1200 on the Friday prior to the UTA.

5.6. Members authorized lodging will:

5.6.1. Verify lodging with their unit. Eligibility is determined by the lodging authorized alpha roster under the control of the unit lodging monitor.

5.6.2. Sign up on a 349 AMW Form 9 each UTA for lodging on their next scheduled UTA. Identify special requirements, such as late check in, fly in, commander, first sergeant, married, etc.

5.6.3. Cancel reservations if lodging is no longer required, prior to 1200 on the Friday before the scheduled UTA.

5.6.4. Contact the Travis Lodging Office if late check-in is required due to mission changes or unforeseen events, prior to 1800 on the same day of the reservation. All other check ins not identified as “fly-ins” will check in by 2100 or lose the reservation.

5.6.5. Report to the Travis Lodging Office, unless notified to report to another location for your lodging needs. Show identification card upon request at the Travis Lodging Office to obtain a room key or contract slip for off base lodging. Check-out of lodging prior to reporting to work the last day of the UTA. Return key, pay all appropriate charges, and report any problems with the room in writing to 60 SVS/SVML for action.

5.6.6. Ensure all address changes are updated in PC III using AF Form 512, Change of Address/ Telephone Number, as the source document.

5.7. Wing Control Center will:

5.7.1. After normal duty hours and upon verification of entitlement, reservists authorized lodging will be issued a 349 AMW Form 1. Information about lodged reservists is logged in the 349 AMW Form 6. During UTA weekends refer members requesting 349 AMW Form 1 to their unit commander or first sergeant. Only original forms will be accepted by the lodging office and then forwarded to the wing lodging monitor for billing purposes.

5.7.2. Upon receipt of UTA airlift mission inbound information from the command post, notify the lodging office at 4-4779 of the estimated time of arrival (ETA).

5.7.3. Designate airlift coordinators and distribute manifests prior to each UTA.

5.7.4. Advise the lodging office of aircrew members on flying duty requiring lodging.

5.7.5. Order in-flight meals for each fly-in aircraft and ensure they are delivered. Monitor each UTA meal usage and use the prior month manifest(s) to order in-flight meals for the current UTA. Any additions or reschedules of 349 AMW units will be added to the initial request for in-flight meals.

6. Off-Base/Contract Quarters for Annual Tour (AT):

6.1. Unit commanders, orders issuing and approving officials, and team chiefs involved in AT planning will insure on base quarters are available on all AT to be performed at Travis AFB. On-base reservations must be secured NLT 20 days prior to scheduled AT.

6.2. If on-base lodging is not available, the tour may be canceled by the unit or wing commander. This procedure does not apply to flying personnel in annual tour status.

7. Smoking/Non-Smoking. All shared spaces are “NON-SMOKING” areas including aircraft, ground transportation, offices, apartments, and lodging quarters.

8. Complaints . Complaints from 349 AMW personnel regarding lodging must be made in writing on the form located at the lodging desk. Place form in the “complaint box” at the desk. Unresolved problems should be discussed with the member’s first sergeant. Members are to forward all complaints to 349 MAS

commander, who will research and respond to the complaint. Complaints requiring immediate action should be brought to the attention of the on call 349 MAS representative.

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