

**BY ORDER OF THE COMMANDER,
374TH AIRLIFT WING**



AIR FORCE INSTRUCTION 34-246

374TH AIRLIFT WING COMMAND

Supplement 1

14 MAY 2004

Services

AIR FORCE LODGING PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 374 MSG/SVML (Ms. S. Davis)

Certified by: 374 MSG/CC (Col M. A. Correll)

Pages: 3

Distribution: F

This supplement complies with Air Force Instruction (AFI) 34-246, *Air Force Lodging Program*, to be utilized at the Kanto Lodge and applies to 374th Airlift Wing (374 AW) Protocol, United States Forces, Japan (USFJ) Protocol and the Kanto Lodge Manager and Superintendent.

AFI 34-246, 17 May 2001, is supplemented as follows:

1.8.2. The following Business Suites Utilization Procedure will be adhered to by 374 AW Protocol, USFJ Protocol and Kanto Lodge Management.

1.8.2.1. (Added) Building 132 contains Yokota Air Bases' Business Suites, consisting of 15 rooms sub-divided into the following categories:

ROOM TYPE	DESCRIPTION	ROOMS
DV11P	Business Suite (Bedroom only)	1007, 1015, and 1017
DV21P	Business Suite (Living and Bedroom)	1006, 1008, 1009, 1010, 1012, 1013, 1014, 1016, 1018, 1019, and 1020
DV31P	General Officer Quarters	1005

NOTE: At no time will other than a general officer (or civilian equivalent) be assigned to room 1005 without the expressed permission of 374 AW Protocol, USFJ Protocol and/or the Kanto Lodge Manager, or Superintendent.

1.8.2.2. (Added) The 374 AW Protocol Office (hereafter referred to as "Protocol") controls all assignments to Business Suites, including coordination for USFJ/Fifth Air Force (5 AF) Distinguished Visitors (DV) These quarters are reserved for the exclusive use of General Officers, Colonels, Senior Executive Service (SES) Civilians, GS-15 civilians, E-9s, and Chief Warrant Officers, except as noted in item 4 in AFI 34-246, Table 1.1. AFI 34-246, Table 1.1. provides guidance on guest priority and should be used accordingly, to be certain that Business Suites rooms are available to priority one travelers as needed.

1.8.2.3. (Added) Should a Business Suite guest arrive at the Kanto Lodge without a reservation, the on-duty front desk supervisor will assign the person(s) to available Business Suites and immediately notify Protocol. If a Business Suite is not available, lodging will place the guest in room 2101 in building 15 if it is available and will notify protocol immediately. Lodging will maintain control of rooms 2101 and 1094 as they are Temporary Lodging Facilities (TLF) not business suites.

1.8.2.4. (Added) If Business Suites are vacant after 1600 hours, the Kanto Lodge will assign guests to these rooms. Guests on official orders without confirmed reservations will be given priority before space-available guests to preclude sending the individual to contract quarters.

1.8.2.5. (Added) Protocol representatives are the only persons, other than the guests, allowed to check Business Suite guests into the Kanto Lodge. Prior to, or at the time of check-in, the guest's full name, grade, unit, unit address, and credit card information must be provided to the front desk for entry into the guest's folio. Should mission demands preclude this information from being provided at that time, Protocol will provide the required information no later than 1200 hours the following day.

1.8.2.5.1. (Added) Protocol shall:

1.8.2.5.1.1. (Added) Provide Lodging with 20 ready-made color biographies (one for each of the 15 Business Suite rooms and 3 living rooms in Bldg132, room 2101, Bldg 15, and an extra for filing) of 374 AW, 5 AF, and USFJ senior leadership for the guest information binder located in each Business Suite. Ensure this happens immediately when leadership changes.

1.8.2.5.1.2. (Added) Inform Lodging of any maintenance and/or repair needed.

1.8.2.5.1.3. (Added) Inform Lodging of any DV guests' special communication needs/requirements.

1.8.2.5.1.4. (Added) Provide additional or specialty sundry items not normally stocked by the Kanto Lodge.

1.8.2.5.2. (Added) The Kanto Lodge and Protocol shall:

1.8.2.5.2.1. (Added) Ensure all documentation in the Guest Information Binder is current to include post-ing senior leadership biographies provided by Protocol.

1.8.2.5.2.2. (Added) Prepare work orders and/or perform routine maintenance and repair as required.

1.8.2.5.2.3. (Added) When informed, contact 374th Communications Squadron (374 CS) to ensure guest communications needs are met.

1.8.2.6. (Added) Protocol may block rooms 1 day prior to a DV arrival; however, Protocol will be responsible to ensure that the room charge is paid for that day. Normally, payment is required at or prior to check-in.

1.8.2.7. (Added) Check-in time is 1400 hours. The Kanto Lodge and Protocol will work together should a DV arrive before their room is available. In this situation, the Kanto Lodge may assign the DV to an interim room to shower or rest until their assigned room is available; however, payment must be received for the interim room assignment. At no time may rooms be used without payment.

1.8.2.8. (Added) Check-out time is 1100 hours. Protocol must immediately inform the Kanto Lodge should an extension be requested. A late check-out fee may be applied depending on the check-out time, and/or the housekeepers' workload.

1.8.2.9. (Added) In accordance with AFI 34-246, paragraph. 1.15., Kanto Lodge employees are not to disclose a guest's room number. All requests for room numbers will be referred to the Protocol office during duty hours and the on-call protocol officer/non-commissioned officer (NCO) during non-duty hours.

1.8.2.10. (Added) Point of Contact is 374th Mission Support Group Combat Support Flight Kanto Lodge (374 MSG/SVML), 224-2003.

MARK O. SCHISLER, Colonel, USAF
Commander