

1 JUNE 2002



Services

**UNACCOMPANIED PERSONNEL AND
TEMPORARY LODGING FACILITIES**

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: 932 MSS/SVS (SMSgt Purshock)
Supersedes 932 AWI 34-201, 9 July 1997

Certified by: 932 AW/CC (Col Oral W. Carper)
Pages: 6
Distribution: F; 375 SVS/SVML, HQ AFRC SV

This instruction implements Air Force Instruction (AFI) 34-246, *Air Force Lodging Program*, Department of Defense (DOD) Manual 4165.63-M, *DOD Housing Management*; DOD Instruction 1015.2, *Lodging Program Resource Management*; and AFD 34-6, *Air Force Lodging*. It extends the guidance and establishes procedures for the lodging of 932 AW personnel regarding reservations, cancellation and payment of Contract Lodging. It applies to all Air Force Reserve personnel assigned or serviced by the 932 AW Scott AFB IL.

SUMMARY OF REVISIONS

This document is substantially revised and should be completely reviewed. It provides 932 AW commanders and first sergeants with recommendations for disciplinary actions in paragraph **6.4.3**.

1. Reference . AFI 34-246, Attachment 4.

2. General . The Scott AFB Lodging Office will provide quarters for each Air Force reservist upon request through their unit, for each unit training assembly (UTA), if they reside outside the designated commuting area or are 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 (two points). For all other tours of duty, members will contact the Scott AFB Lodging Office at (618) 256-1844.

2.1. Officers and enlisted personnel, Staff Sergeant and above, are authorized single quarters when possible. When lodging is determined to be limited, Captain and below, Staff Sergeant through Senior Master Sergeant not performing flying duties, will share quarters (two members per room), if approved by the 932 SPTG/CC or the deputy commander, if circumstances dictate. Quarters for enlisted personnel, Senior Airman 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 unit training assembly participation system (UTAPS) lodging roster.

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

2.3. Commuting area is determined by the 932 AW/CC.

3. Entitlement . Members are entitled to quarters when:

3.1. The unit commander requires the member to stay on base overnight for mission or safety reasons. A timely exception letter is required. This provision is not to be used repeatedly to circumvent the designated commute area.

3.2. The nature of the duty, as determined by the unit commander, prevents the member from commuting. An exception letter is required.

3.3. 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.

3.4. 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 932 OG/CC.

4. Registration Procedures . 932 AW 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.

4.1. Lodging check-in begins at 1500 during the week and during the UTA. Members must present their military identification card and valid credit card.

4.1.1. For UTA, members will sign the UTAPS lodging monitor's list, for each night of lodging desired. This form is maintained at the unit for the next UTA.

4.1.2. Members in AT, RPA, or school tour status must present an AF Form 938, **Request and Authorization for Active Duty Training/Active Tour Duty** or an AF Form 40A, **Record of Individual Inactive Duty Training** signed by the unit commander or unit commander's representative.

4.2. Aircrew members in AFTP, AT, or RPA status, must present orders, flight orders and designated form signed by the operations officer to the lodging office. Aircrew members are authorized aircrew quarters when flight orders or a designated form is 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 RPA), 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. **NOTE:** Aircrew quarters changes are based on a 24-hour day. Aircrew performing simulator training only during UTAs are not entitled to aircrew quarters. The 73AS and 932 AES have specific unique requirements, which mandate exceptions to this instruction and are addressed in internal policies.

4.3. Check out time is NLT 1100. The 932 AW 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. Check out must be made at the front desk, unless prior arrangements have been made through the lodging office.

5. Pre-Registration Procedures.

5.1. At the end of each UTA, members requiring lodging for the next UTA will complete the UTAPS lodging monitor's list. The unit lodging monitor will provide instruction for completing this form.

5.2. The UTAPS lodging monitor's computer generated list must be delivered to the 932 MSS Orderly Room in building 3650; or faxed to the orderly room, to arrive NLT the Friday after the UTA, for the next scheduled UTA. Changes are made during the month by the member's unit. The changes will be annotated on the S: drive, coding the additions or deletions in red. Changes can be made up to noon on the Wednesday before the UTA. If a reservation is made and the member does not use it, the member or unit will be held accountable for failing to cancel reservations. Repeat failures may result in suspension of lodging privileges.

5.3. The first sergeants will prepare an after-action report, for each unit commander on a monthly basis for review and action. Coordinated through the 932 SPTG/CD/CC.

5.4. At checkout time, members must return room keys at the lodging desk prior to 1100 or an extra day's charge will be assessed. 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.

6. Responsibilities.

6.1. 932 AW/CC:

6.1.1. Coordinate on all matters regarding lodging for 932 AW personnel.

6.1.2. Provide the lodging office with the 932 AW UTA schedule.

6.2. 932 MSS Personnel Systems Manager:

6.2.1. Prepare and maintain a lodging authorized alpha roster of all 932 AW personnel.

6.2.2. Prepare and forward a two-part lodging authorized alpha roster monthly to 375 SVS/SVMH.

6.2.3. Prepare and forward two copies of the lodging authorized alpha roster, by unit, monthly to 932 AW.

6.2.4. Provide manifests and one lodging authorized alpha roster monthly to the 932 AW Wing Control Center.

6.2.5. Prepare and forward monthly lodging authorized alpha roster, by unit, to all 932 AW commanders or lodging monitors.

6.3. Wing Lodging Monitor:

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

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

6.3.3. Establish and maintain two lodging pre-registration binders, one each for the 932 AW and the 375 SVS/SVMH. Provide updates, cancellations, and deletions to 375 SVS/SVMH and update each binder when appropriate.

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

6.3.5. Once the lodging bills are validated, and no-show notices as well as other unauthorized lodging bills have been sent to finance, a deduction will be made to the lodging expenses from the unit's quarterly O & M funds. The money received from the units will be placed back in the wing's lodging budget. The group and squadron commanders, first sergeants, lodging monitors and superintendents will be given a list of reservists who are responsible for these unpaid charges. The reservist must pay any outstanding charges to the appropriate agency, which incurred these expenses.

6.4. Commanders and First Sergeants:

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

6.4.2. Sign, or authorize the unit lodging monitor to sign, the UTAPS lodging monitor's form for unit members authorized quarters, assignment for specific mission, or safety reasons. Use only UTAPS listing lodging log.

6.4.3. 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, 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 unit commander and revoked lodging privileges for 2 months; and upon the Third Offense, a Letter of Reprimand from the unit commander and revoked lodging privileges for 6 months. Disciplinary actions should take into account specific circumstances. Significant departures from the standards may necessitate taking more severe actions under the Uniform Code of Military Justice.

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

6.4.5. Appoint a unit lodging monitor and alternate. The appointed personnel are authorized to sign UTAPS monitor's list. Forward a copy of the appointment letter to 932 AW. Ensure the unit-lodging monitor attends quarterly lodging monitor meetings established by the 932 AW. Control and process UTAPS lodging monitor's list. Establish a "lodging information file" to file lodging update letters.

6.5. Unit Lodging Monitor:

6.5.1. Enforce the wing lodging procedures. Brief all personnel on lodging requirements and eligibility. 375 SVS/SVMH will not take individual reservations for UTA weekends and all members must pre-register through their unit lodging monitor.

6.5.1.1. Establish and maintain a lodging program within the unit. Maintain a unit lodging

binder to include appointment letter, lodging forms, authorization list, and the no-show lists for the previous 12 months.

6.5.1.2. Have the UTAPS lodging monitor's list available on the start of the UTA for sign up of unit personnel. Members must circle number one for Friday and number two for Saturday, depending on the 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. Individuals desiring to lodge together should be listed to the right of the number two on the lodging monitor's list.

6.5.1.3. Only a completed UTAPS lodging monitor's list will be submitted for pre-registrations, additions, cancellations, and deletions for UTA weekends.

6.5.2. Submit lodging reservations to the wing lodging monitor using the UTAPS lodging monitor's list. Check the lodging authorized alpha roster and approved lodging change list to ensure unauthorized members are not placed on the pre-registration list.

6.5.3. Provide changes NLT 1200 on Wednesday prior to the UTA.

6.6. Members Authorized Lodging:

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

6.6.2. Sign up on UTAPS monitor's list each UTA for lodging on their next scheduled UTA. Identify special requirements, such as commander, first sergeant, married, etc.

6.6.3. Cancel reservations up to 1700 Friday before the scheduled UTA.

6.6.4. The member is responsible to contact the Scott Lodging front office directly after the Wednesday before any UTA period if no reservation has been arranged. The member will be treated as a walk-in customer.

6.6.5. Report to the Scott Lodging Office, unless notified to report to another location for your lodging needs. Show identification card upon request at the Scott Lodging Office to obtain a room key or contract slip for off base lodging. Checkout of lodging prior to reporting to work the last day of the UTA. Return key, pay all appropriated charges, and report any problems with the room in writing to 375 SVS/SVML for action. Reservists are responsible for any additional charges incurred, i.e., long distance phone calls, room service, restaurant bills, bar bills, etc. These services should be paid for when they are rendered or a checkout.

6.6.6. Ensure all address changes are updated in Military Personnel Data System (PDS) using AF Form 512, **Change of Address/Telephone Number**, as the source document.

6.6.7. Will comply with the member responsibilities within this instruction.

7. Off-Base/Contract Quarters for AT:

7.1. Unit commanders, orders issuing and approving officials, and team chiefs involved in AT planning will ensure on base quarters are available on all AT to be performed at Scott AFB. On-base reservations must be secured NLT 20 day's prior to schedule AT.

7.2. If on-base lodging is not available, the unit or wing commander may cancel the tour. This procedure does not apply to flying personnel in AT status.

8. Complaints. Complaints from 932 AW 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 932 AW commander, who will research and, if warranted, respond to the complaint. Complaints requiring immediate action should be brought to the attention of the on call 932 AW Duty First Sergeant.

ORAL W. CARPER, Colonel, USAFR
Commander