

13 JULY 2003



Services

RESERVIST LODGING PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 934 SVS/SVML (Tamara Davis)
Supersedes 934 AWI 34-601, 24 June 2002

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Pages: 3
Distribution: F

This instruction establishes procedures and responsibilities for personnel authorized to occupy quarters (on-base/off-base). It applies only to Air Force Reservists assigned to units within the 934th Airlift Wing (AW). Failure to comply with this directive may result in loss of lodging privileges. It requires the collection and maintenance of information protected by the Privacy Act of 1974 as required by AFI 37-132, *Air Force Privacy Act Program*. Statutory authorities to collect and maintain the data are 10 U.S.C. 8012 and EO 9397 as implemented by AFD 34-6, *Air Force Lodging* and supplementing thereto.

SUMMARY OF REVISIONS

This revision updates checkout time to 1000 hrs, and lodging one person per room. A bar (|) indicates revisions from the previous edition.

1. Procedure. Base quarters will be fully utilized before providing reservists commercial contract lodging. Government quarters are only authorized for those persons residing beyond the designated radius (as determined by the Joint Travel Regulation or base procedures) of the Minneapolis-St Paul IAP Air Reserve Station. The unit commander and the lodging manager will verify other authorizations based on mission necessity.

2. Responsibility. It is the individual's responsibility to make and cancel reservations directly with either the lodging office or the unit lodging point of contact.

2.1. The lodging office will:

2.1.1. Be the single point of contact for additional flying training periods (AFTP), annual tours (AT), and mandays for unit lodging requirements.

2.1.2. Operate a reservation system. Personnel with reservations are given first come, first served room assignments. Only when all on-base quarters have been assigned, will commercial contract lodging be used.

2.1.3. Brief all new members at their newcomer's briefing (first UTA attendance) on Lodging Procedures.

2.1.4. Promptly notify all units of procedural changes affecting lodging.

2.1.5. Arrange for off-base commercial contract lodging. Upon receipt of hotel billing, verify Commercial Quarters Call Sheet, against billing. Certify and forward Commercial Quarters Call Sheet to 934 AW/FMC.

2.2. The Unit Commanders will:

2.2.1. Appoint a unit lodging point of contact who is responsible for collection of unit training assemblies (UTA) rosters and who will submit the rosters according to paragraphs 2.3.2. to 2.3.4.

2.2.2. Prepare a letter authorizing special lodging needs for reservists who work abnormal shifts, have transportation problems, or other reasons deemed necessary by the unit commander for the reservist to be lodged on-base for all UTAs and not utilize commercial quarters. Requests for reservists needing special lodging ("CMD" designation on UTA rosters) will be monitored and changes submitted to lodging as soon as the CMD (on-base) status changes.

2.2.3. Ensure all members are briefed on lodging procedures at least semi-annually.

2.3. The unit lodging point of contact will:

2.3.1. Maintain unit lodging rosters for all UTAs.

2.3.2. Submit to lodging NLT five days after the UTA the unit roster with requests for lodging dates. Prior to submission of UTA rosters, will review "CMD" designations to ensure only reservists with an approved letter by the unit commander are annotated as "CMD" on the UTA roster.

2.3.3. Make changes (cancellations and deletions) to the unit roster as necessary.

2.3.4. Resubmit an updated roster to lodging **NLT three days prior to the UTA** indicating current unit lodging requirements. Reservations submitted after this date will be handled on a space available basis.

3. Obtaining On-Base Quarters. Reservists requiring on-base quarters will:

3.1. Present a military identification (ID) card at check-in. Check into lodging during posted duty hours (paragraph 6).

3.2. Pay for room charges or present one copy of 934 AW Form 6, **Lodging Certification**, when performing a rescheduled UTA or AFTP.

3.3. Keep room secured at all times. Individuals are responsible for any loss or damage occurring to government property. Guests should not leave valuables, i.e. money, jewelry, credit cards, or other high cost items in their rooms. Lodging is not responsible for lost or stolen items.

3.4. Checkout of quarters by the posted time (1000 hours) and return key unless prior arrangements have been made with the lodging office. Anyone exceeding checkout time without this arrangement will be charged another day's fee.

4. Obtaining Off-Base Quarters. Reservists requiring off-base quarters will:

4.1. Receive a Commercial Quarters Authorization/Call Sheet (call sheet) from lodging, which will be submitted to the hotel desk clerk to obtain a room. Present military ID card at check-in. Call sheet is considered a legal pay document for contract quarters. If after receiving the call sheet the individual decides not to use off-base quarters, return the form to the lodging office along with notification to cancel the reservation. This must be done by 2000 hours on the Friday of a UTA or by 2000 on the Saturday of the UTA. Failure to honor this commitment for hotel lodging will result in a no-show status for the reservist and billed to the 934AW.

4.2. Be lodged one person per room off base.

4.3. Present payment for any deposits required by the commercial contract quarters hotel. Deposit monies to cover any miscellaneous costs incurred by the reservist (i.e. movie rental, telephone calls, room service, etc). Deposit will be returned at checkout once the reservist's receipt has been cleared.

4.4. Checkout and return key to hotel desk not later than the posted hotel checkout time. Sign all forms at the hotel desk. Individuals not checking out by the posted time will be liable for any additional expenses and will pay at time of checkout.

5. Hours of Operation. Normal operating hours are 0700-2400 hours 7 days a week; closed on federal holidays. On-base billets will be checked out and keys returned **NLT 1000 hours Sunday**. Failure to comply may result in the individual being charged for an additional day. If arriving after 2200 hours on a 934 AW UTA, or if guest guaranteed their reservation with a credit card, the reservation and room key will be placed in an electronic key box located off the lobby of building 707. Key boxes are programmed with the last 4 numbers of the guest's social security number. Trouble-shooting instructions are provided.

6. In Cases of Emergency, contact Security Forces (612) 713-1911 or non-emergency (612) 713-1102.

7. Form Prescribed. 934 AW Form 6, **Lodging Certification.**

GARY L. COOK, Colonel, USAFR
Commander