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*Services*

**LODGING PAYMENT POLICY**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This Instruction implements AFD 34-2, *Managing Nonappropriated Funds*. It establishes procedures regarding reservations, cancellation and payment of Contract Lodging. It applies to all Air Force Reserve personnel at Portland IAP, OR.

**References:** AFI 34-246, *Air Force Lodging Program* and Procedural Information Message (PIM) 98-04-04, *Lodging Payment Procedures*.

**SUMMARY OF REVISIONS**

This revision changes Services from 939 MSS/SV to 939 SVF and changes unit designation from 939th Rescue Wing to 939th Air Refueling Wing. A bar ( | ) designates revision from previous edition.

- 1. Unit Lodging Point of Contact.** Each unit/group will assign, in writing to the 939 Services Flight Chief, a unit lodging point of contact (ULPOC). All reservists eligible for lodging will check with their unit for the name and phone number of the ULPOC. It is the individual reservist's responsibility to ensure his/her reservations are made in accordance with this policy.
- 2. Lodging Eligibility.** Reservists assigned to Portland IAP residing outside the established commuting area designated in PI-API 34-246, *Commercial Lodging Program* are eligible for lodging. Requests for exceptions to the non-commute area are required in writing through the unit commander for wing commander approval/disapproval. Upon approval the requesting unit will coordinate with services.
- 3. Lodging Sign-up Sheet.** Every unit will post a monthly lodging sign-up sheet (provided by services). Individual reservists will sign-up during the current UTA for the next scheduled UTA. Lodging requests for make-up UTAs, active and inactive duty tours can be included in the current monthly UTA schedule.

**4. Guests.** Reservists must note on the lodging sign-up when bringing a family member or guest. The reservist is responsible for the behavior and any expense incurred by the family member or guest sharing quarters with the reservist.

**5. Unit Lodging Point of Contact Responsibilities.** The ULPOC will forward the lodging sign-up sheet for the next UTA to the services lodging manager **no later than 3 working days after each UTA**. Reservists must contact ULPOC if there are any changes/cancellations to his/her planned UTA participation at least 3 days prior to UTA. ULPOC will provide a revalidated listing, or verify there are no changes, to services 3 days prior to UTA.

**6. Services Responsibilities.** Services will make reservations based on the reservation sign-up list received from the ULPOC(s).

**7. Reservations .** Reservists in any status not having made reservations at least 5 days prior to performing duty are **not guaranteed** hotel availability. Every effort will be made to meet reservists' requests, but if a hotel is not available reservists will be placed in hotels in which services contract agreements show available rooms. Any reservist making reservations less than 3 days prior to performing duty will be referred to his/her unit commander for action.

**8. Cancellations.** All cancellations will be made at least 3 days prior to the UTA. Cancellations of less than 3 days will be referred to unit commanders. Reservists that do not cancel reservations through his/her ULPOC will be considered a **no-show**. If the ULPOC is not available, the reservist may contact the services lodging manager for cancellation. Unit funds from the reservist's unit will be charged for the no-show.

**9. No-Show Listing.** Services lodging manager will provide a list of no-shows to the unit by 1100 on Saturday of the UTA. Services lodging manager will verify the no-shows with the hotel and the sign-up sheet.

**10. No-Show Validation.** Services lodging manager will verify all no-shows with the hotels, prepare bills required and notify the ULPOC. The services lodging manager and the ULPOC will both validate the accuracy of the list, ensure no personal charges, or other agency charges are billed to the unit. Any member with confirmed lodging reservations away from home station will be personally responsible for all no-show lodging charges they incur.

**11. Finance.** Once the bill is validated, no-show notices will be sent to finance and they will deduct the lodging expenses from the units quarterly. The no-show money received from the units will be placed back in the lodging budget.

**12. Enforcement.** Each unit will establish and enforce a first offense no-show policy to deal with reservists who do not cancel reservations or do not notify ULPOC of changes at least 3 days prior to UTA.

**13. Failure to Cancel.** Any reservist who fails to cancel or change reservations twice in a two year period following the above guidelines will not be provided lodging for 6 months. They will be required to make their own lodging arrangements, including payment of hotel bill, for this 6-month period. Any further no-shows after that will cause the reservist to make his/her lodging arrangements, plus payment of

hotel bill for 1 year. Denial of services lodging arrangements based on this no-show policy will require all lodging to be at the member's expense during their suspension period.

**14. Summary of Policy.** Reservists must request a reservation through their ULPOC. The ULPOC will forward the request to the services lodging manager. Services lodging manager will make the reservations and notify the ULPOC of which hotel(s) their reservists are staying. The reservist must notify the ULPOC or services lodging manager a minimum of 5 days prior to UTA to inquire as to which hotel he/she will be staying. **Services will fax a contract quarters authorization (paying and non-paying guest) form to the hotel on non-UTA days. If a reservist checks into the hotel without a contract quarters call sheet, he/she assumes sole responsibility for lodging payment.**

**15. Services Hours of Operation.** Hours of operation for the services lodging manager are Mon-Fri. 0800-1600. The phone number is 1-800-762-0334 OPTION 1. **Reservations/cancellations left on telephone voice mail will not be honored. E-Mail reservations/cancellations will be honored only if the following information is included: Name, Rank, Squadron, and Contact Phone Number. E-Mail address for reservations/cancellations is:**

**<mailto:Daniel.Beshears@portland.af.mil>**

**16. Additional Charges.** 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 at checkout.

**17. Contact Personnel.** Reservists are individually responsible for contacting their ULPOC to cancel a reservation. The ULPOC must notify services of cancellations as they occur. The reservist may contact services lodging for cancellation only if the ULPOC is TDY or on leave.

MARK A. KYLE, Colonel, USAFR  
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