



Services

**DIRECTORY OF GOVERNMENT QUARTERS
AND DINING FACILITIES**

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This pamphlet lists the availability of government quarters and meals at all Air Force installations designated as either a base or station, and other Air Force activities that have either government quarters or meals. It also lists the availability of club meals at overseas locations. Further, it contains Air Force procedures concerning meal availability for temporary duty (TDY) officers, enlisted, and Department of Defense (DoD) civilians on days of travel, and when quartered off a US installation. It is published under the Joint Federal Travel Regulations (JFTR), Volume 1, paragraph U4400-B, and Joint Travel Regulations (JTR), Volume 2, paragraph C1055. It applies Air Force wide, including Air Force Reserve and Air National Guard (ANG) personnel. Send proposed supplements to this pamphlet to Headquarters Air Force Services Agency, Directorate of Financial Management and Comptroller, Troop Support Stock Fund Branch (HQ AFSVA/SVFRS), 10100 Reunion Place, Suite 400, San Antonio TX 78216-4138 for approval before publication. Compliance with this publication is mandatory. A vertical bar (|) indicates revisions from the previous edition.

SUMMARY OF REVISIONS

This revision changes installation designations and office symbols; updates major command (MAJCOM) designations and quarters and meals information listed on Per Diem, Travel and Transportation Allowance Committee Homepage; authorizes TDY officers and DoD civilians to use the dining facility at locations where the installation commander has determined government meals are available for DoD TDY travelers; and consolidates and transfers meal information to the Per Diem, Travel and Transportation Allowance Committee home page at internet address: <http://www.dtic.mil/perdiem/index.html>.

Section A—Government Quarters and Meals

1. Government Quarters. Government quarters include all government-owned visiting officer quarters (VOQ), visiting airman quarters (VAQ), and government-funded transient quarters, whether leased or contract, that meet the minimum adequacy standards of AFI 34-246, *Air Force Lodging Program*. As a reminder to the traveler, please check on the availability of transportation from government or commercial lodging to the TDY/work location.

2. Government Meals. Government meals listed on Per Diem, Travel and Transportation Allowance Committee home page are those available in an appropriated fund dining facility, and those available in dining facilities operated by a US Government contractor when meals are furnished with or without charge incident to an official assignment under a contract (refer to JFTR, Volume 1, paragraph U4125-A3b, and paragraph U4125-A3g, *Deductible Meals*, and JTR, Volume 2, paragraph C4554). Meals in medical service facilities; flight kitchens; and alert, fire station, carry out, or other satellite facilities are not included in the Per Diem, Travel and Transportation Allowance Committee home page.

2.1. The installation commander determines the availability of government meals for TDY travelers. The dining facility manager computes the rated dining facility serving capacity in accordance with guidance contained in AFH 32-1084, *Standard Facility Requirements Handbook*, the current dining facility utilization rate per meal period, and the installation's average daily number of TDY visitors. The average daily number of TDY visitors is multiplied by .40 (40%), which is the propensity to eat meals in the dining facility by members subsisted. The result is added to the current dining facility utilization rate per meal period. When the rated serving capacity of a dining facility exceeds the combined current utilization rate and the installation's average daily number of TDY visitors (adjusted by the propensity to eat factor), government meals will be made available to all DoD TDY travelers.

2.1.1. Government meals should be considered available at all locations with a dining facility and where nonappropriated fund (NAF), base exchange, or base restaurant food facilities are not available, adequate, or readily accessible to the place of duty.

2.1.2. TDY travelers are authorized to use the dining facility at locations where the installation commander has determined government meals are available as provided in AFI 34-239, *Food Service Management Program*.

2.2. Government and club meals are considered not available on all traveling days and when on-installation government quarters are not available. This procedure also applies for members of the Air Force Reserve and ANG Personnel performing active duty tours and when a member is lodged in government quarters not at the TDY location (includes consolidated lodging at separate bases, e.g. , Ramstein and Vogelweh are separate bases but use a consolidated lodging activity).

2.3. When the 2-meal concept is used, it applies to weekends and holidays. Although the dining facility opens only for two meal periods (brunch and dinner), three meals are deemed to be available for permanent party personnel. This includes members of the reserve components performing annual tours, since the brunch features an expanded menu served over the breakfast and lunch time frame. **NOTE:** For bases with the 2-meal concept, the entries on the Per Diem, Travel and Transportation Allowance Committee home page will indicate meal availability as only two meals being available on those days.

Section B—Applicability

3. Applicability to Civilian, Air Force Reserve, and ANG Personnel:

3.1. Civilian Employees. When the tables on the Per Diem, Travel and Transportation Allowance Committee home page are used for TDY civilian employees, use equivalent officers/enlisted entries based on grade.

3.2. Air Force Reserve and ANG Personnel. This pamphlet applies to Air Force Reserve and ANG personnel, including those personnel who are considered to be at their permanent stations. Permanent

party status for members on annual training does not affect members' eligibility for transient quarters or meals. When the tables on the Per Diem, Travel and Transportation Allowance Committee home page are used for Air Force Reserve and ANG personnel, the appropriate entries for TDY officers or enlisted personnel apply.

4. Applicability to Exercises and Operations. Usually this pamphlet will not apply to personnel on scheduled exercises, maneuvers, and other such regular duty. The travel orders reflect availability or non-availability of quarters and meals during these exercises, maneuvers, and other duty functions. When the travel order does not address the availability of quarters, this pamphlet applies.

5. Installations Listed. All Air Force, Air Force Reserve and ANG bases and stations, and all other Air Force installations, detachments, operating locations, and activities with government quarters, government meals, or, in overseas areas, clubs are found on the Per Diem, Travel and Transportation Allowance Committee home page at internet address: <http://www.dtic.mil/perdiem/index.html>. Locations without such facilities are not listed. Government quarters and meals are considered as not available for travelers on official TDY orders to any Air Force, Air Force Reserve, or ANG location not listed on the Per Diem, Travel and Transportation Allowance Committee home page.

Section C—Responsibilities

6. HQ AFSVA/SVFRS. HQ AFSVA/SVFRS maintains this pamphlet and the accuracy of the tables listed on the Per Diem, Travel and Transportation Allowance Committee home page and makes changes, as required, upon receipt of change notices from installations. Changes are posted as needed to the Per Diem, Travel and Transportation Allowance Committee home page.

7. MAJCOM Actions. MAJCOM/SVs review this pamphlet and the Per Diem, Travel and Transportation Allowance Committee home page making sure all installations in the command are listed to ensure the entries are correct. When an error is found, the base must send a written change notice to HQ AFSVA/SVFRS, 10100 Reunion Place, Suite 400, San Antonio TX 78216-4138, or fax the change to DSN 487-7247 or commercial (210) 652-7247.

8. Base and Station Actions:

8.1. The commander of each Air Force, Air Force Reserve, and ANG base and station, and all other Air Force installations with government quarters or meals, must ensure an entry is submitted for this pamphlet and the tables on the Per Diem, Travel and Transportation Allowance Committee home page.

8.2. The Services commander, division chief, or a designated official at small installations without Services personnel:

8.2.1. Is responsible for the accuracy of meals and lodging availability data for the base.

8.2.2. Immediately reports any change in the base's data.

8.2.3. Issues non-availability confirmation numbers to Air Force, Army, Navy, and Marine Corps travelers where facilities are not currently available.

9. Base FSO:

- 9.1. Coordinates with the Services squadron or division on all changes to this AFMAN making sure the changes are necessary and correct.
- 9.2. Uses the data in this pamphlet when computing travel entitlement.

Section D—Changes to the Table on the Per Diem, Travel and Transportation Allowance Committee home page

10. Changes and Updates. To change entries on the availability of facilities and installations, send a request for change directly to HQ AFSVA/SVFRS with an information copy to the MAJCOM/SVF and FSO. Send the change by message or data fax when that capability exists. RCS: HAF-SV(AR)7804 is assigned to this report. The emergency status code is C-3; the minimize code is NO.

- 10.1. Report dining or lodging facilities renovation dates to HQ AFSVA/SVFRS as soon as a firm closure or opening date is known.
- 10.2. Using codes in Table 1, include the correct or new entry for each column in the same format as the attachments.
- 10.3. Coordinate all changes with the FSO before release by the Services commander or division chief. Do not include temporary conditions (e.g., a change lasting fewer than 3 months) or statements of impracticability.

11. Adding or Deleting Installations. To add or delete an installation from the attachments, the installation must send a request to the MAJCOM/SVF and HQ AFSVA/SVF, in turn. Using codes in Table 1, submit the complete installation name and entries for each column in the same format as in the attachments. When a change occurs at a base and government quarters or meals are no longer available for travelers, bases must issue a non-availability confirmation number obtained from the lodging office for quarters and/or meals until official changes to this pamphlet are published. Official changes will apply retroactively to the date when the quarters and or meals became unavailable.

WILLIAM P. HALLIN, Lieutenant General, USAF
DCS/Installations and Logistics

Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS

References

Joint Federal Travel Regulations, Volume 1

Joint Travel Regulations, Volume 2

AFI 34-401, *Food Service Management Program (Soon to be 34-239)*

AFI 34-246, *Air Force Lodging Program*

AFH 32-1084, *Standard Facility Requirements Handbook*

Abbreviations and Acronyms

AAF—Auxiliary Air Field

ACC—Air Combat Command

AETC—Air Education and Training Command

AFB—Air Force Base

AFMC—Air Force Materiel Command

AFI—Air Force Instruction

AFR—Air Force Regulation

AFRC—Air Force Reserve Command

AFS—Air Force Station

AFSOC—Air Force Special Operations Command

AFSPC—Air Force Space Command

AFSVA—Air Force Services Agency

AIA—Air Intelligence Agency

AMC—Air Mobility Command

ANG—Air National Guard

ARB—Air Reserve Base

BX—Base Exchange

CONUS—Continental United States

DFAS—Defense Finance and Accounting Service

FSO—Financial Services Organization

IAP—International Airport

JFTR—Joint Federal Travel Regulations

JTR—Joint Travel Regulations
M&IE—Meals and Incidental Expenses
MAJCOM—Major Command
NAS—Naval Air Station
NCO—Noncommissioned Officer
NORAD—North American Aerospace Defense
PACAF—Pacific Air Force
PMEC—Professional Military Education Center
OCONUS—Outside Continental United States
RAF—Royal Air Force
SV—Services
SVF—Directorate of Financial Management and Comptroller
SVFFS—Directorate of Financial Management and Comptroller, Troop Support Branch
TDY—Temporary Duty
USAFA—United States Air Force Academy
USAFE—United States Air Forces in Europe
VAQ—Visiting Airman Quarters
VOQ—Visiting Officer Quarters