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Morale, Welfare, Recreation, and Services

AIR FORCE LODGING

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- 1.** In support of worldwide missions, Air Force people frequently travel on temporary duty (TDY) or permanent change of station (PCS). The Air Force is committed to providing its people with an appropriate quality of life, while simultaneously reducing travel costs and contributing to mission effectiveness. This directive establishes policies to provide quality lodging facilities and services primarily for Air Force people.
- 2.** Generally, the Air Force will establish lodging facilities and services for Air Force personnel traveling on official orders that are administered, operated, and managed as mission sustaining functions, supported primarily with appropriated funds.
- 3.** At each of its installations, the Air Force will upgrade, renovate, and improve facilities, furnishings, and equipment using a whole-room approach developed and maintained under a Five-Year Lodging Improvement Plan.
- 4.** The Air Force will establish programs to provide coordinated and timely meal, transportation, and lodging services to transient aircrews. Such services will provide adequate conditions for crew rest and will maintain aircrew integrity by lodging individual aircrews collectively, either in onbase or offbase quarters.
- 5.** When possible, the Air Force will provide separate sleeping and bathroom accommodations for unaccompanied males and females. However, when separate accommodations are not available (during contingencies, exercises, and deployments), mission exigencies may necessitate temporary partitions, joint use of bathrooms, or other privacy safeguards between males and females.
- 6.** Maximum use of onbase quarters is required before using commercial contract quarters for official TDY travelers on per diem. Commercial contract quarters will be used, where available, before issuing certificates of nonavailability.
- 7.** In addition, Temporary Lodging Facilities (TLF) will be operated primarily to provide temporary housing to people in PCS status.

- 8.** Visiting officer and enlisted quarters will maintain a minimum annual average occupancy of 75 percent or be considered for other uses.
- 9.** The Air Force will provide lodging services to satisfy requirements contained in the operational plans of the warfighting Commanders-in-Chief. To this end, mobility programs at the Air Force, major command (MAJCOM), and base levels will organize and train Morale, Welfare, Recreation, and Services (MWRS) military forces (Prime Readiness in Base Support [RIBS]) for wartime and peacetime contingency combat service support roles. Specific lodging guidance is found in AFI 10-214, *Air Force Prime RIBS Program* (formerly AFRs 140-3, 140-4, and AFP 215-42).
- 10.** This directive establishes the following authorities and responsibilities:
 - 10.1. The Office of the Secretary of the Air Force and the Chief of Staff are responsible for lodging policy, resource advocacy, and oversight. The Chief of Staff directs MAJCOM compliance when field programs operate outside acceptable parameters.
 - 10.2. The Assistant Secretary of the Air Force for Manpower, Reserve Affairs, Installations and Environment (SAF/MI) is responsible for Air Force lodging policy matters as described in Air Force Policy Directive 90-1, *Strategic Planning and Policy Formulation*, paragraph 1.5.2. SAF/MI approval is required before this document is changed, reissued, or rescinded.
 - 10.3. The Directorate of MWRS (HQ USAF/MW) will develop program policy for the oversight and operation of the lodging program.
 - 10.4. The Air Force Morale, Welfare, Recreation, and Services Agency (AFMWRSA) will provide technical expertise on lodging procedures, data automation systems and software, training, assistance, and evaluation of lodging programs and facilities.
 - 10.5. MAJCOMs can issue instructions on their lodging operations.
 - 10.6. Commanders are responsible for identifying requirements, providing services, maintaining facilities, and executing programs to comply with this policy.
- 11.** Air Force lodging facilities generally include Visiting Officer Quarters (VOQ), Visiting Airmen Quarters (VAQ), TLFs, and contract quarters; lodging services include issuance of statements of non-availability, when authorized.
- 12.** This directive implements policies outlined in Department of Defense 4165.63-M, *DoD Housing Management*, June 1988.
- 13.** Related publications include AFPD 34-2, *Managing Nonappropriated Funds*, and AFI 34-601, *Air Force Lodging Management* (formerly AFR 90-9).
- 14.** See **Attachment 1** for measures used to comply with this policy.

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Attachment 1

MEASURING COMPLIANCE WITH POLICY

A1.1. Base MWRS squadron commanders or division chiefs will provide the Visiting Quarters Annual Occupancy Report (**Figure A1.1.**) to HQ AFMWRSA/CC and MAJCOMs on an annual basis using RCS: DD-P(A)1470, *Unaccompanied Personnel Housing Inventory and Utilization Data*.

A1.1.1. To ensure quarters are efficiently used, occupancy of VOQs and VAQs will be tracked. Data from the RCS report, line 24, column c (enlisted) and line 24, column f (officer) provide the basis for this metric.

Figure A1.1. Sample Metric of Visiting Quarters Annual Occupancy Report.

