

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 34-246**

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**AIR FORCE SPACE COMMAND  
Supplement 1**

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*Services*

**AIR FORCE LODGING PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 34-2, *Air Force Community Service Programs* and Department of Defense (DoD) 4165.63-M, *DoD Housing Management*. It provides guidance and procedures for Air Force lodging. It explains lodging adequacy standards and assignments. Major commands (MAJCOM) may supplement this instruction. Send information copies of each MAJCOM supplement to the Director of Operations, Headquarters Air Force Services Agency (HQ AFSVA/SVO), 10100 Reunion Place, Suite 401, San Antonio, Texas 78216-4138, and to the Director of Services, Headquarters United States Air Force (HQ USAF/SV), 1770 Air Force Pentagon, Washington DC 20330-1770.

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**(AFSPC) This supplement implements and extends the guidance of AFI34-246, Air Force Lodging Program. The AFI is published word-for-word without editorial review. Air Force Space Command (AFSPC) supplemental material is indicated in bold face. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. It applies to all AFSPC and subordinate units. This publication does not apply to Air Force Reserve Command nor Air National Guard units. Upon receipt of this integrated supplement discard the Air Force basic publication.**

**SUMMARY OF REVISIONS**

**I** This interim change (IC) 97-1 provides guidance for managing Air Force lodging operations. A vertical bar (|) indicates revisions from previous editions.

**(AFSPC) This publication incorporates seven HQ AFSPC/SV recommended changes, increase in lodging financial standards and suspense date changes for command lodging fund reporting. A bar (|) indicates a revision from the previous edition.**

## Chapter 1

### GENERAL OPERATING INFORMATION

**1.1. Purpose.** To provide quality lodging facilities and service to authorized personnel and to maintain maximum occupancy to reduce the cost of travel.

**1.2. Redesignation.** Installation commanders may reallocate quarters between permanent party and transient use to achieve optimum occupancy. Commanders should consider redesignation of lodging to permanent party quarters, or permanent party to lodging quarters, if there is a continuous overage or shortage of on-base lodging and/or a low occupancy rate in permanent party quarters. MAJCOM/SVs approve redesignation or conversion of lodging facilities. MAJCOMs may delegate this authority to installation commanders. HQ USAF/SV must approve any diversion of Temporary Lodging Facility (TLF) assets to any other use. Refer to AFI 32-9002, *Use of Real Property Facilities*, for additional guidance.

**1.2. (AFSPC) Redesignation. The MAJCOM/SV delegates redesignation or conversion of lodging facilities to the Installation Commander. A copy of all redesignations/conversions will be forwarded to HQ AFSPC/SVXF, 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4210 as a matter of record. HQ USAF/ILV must approve any diversion of TLF assets to any other use.**

**1.3. Reporting Requirements.** The lodging manager prepares DD Form 2085, **Unaccompanied Personnel Housing Inventory and Utilization Data**, IRCN:DD A&L (A) 1470, and supplemental data annually. Inclusive dates are 1 October to 30 September. MAJCOM/SV sends individual base and consolidated command reports to AFSVA/SVOHL by 5 November.

**1.3. (AFSPC) Reporting Requirements. The lodging manager will prepare DD Form 2085, Unaccompanied Personnel Housing Inventory and Utilization Data, IRCN: DD A&L (A) 1470, and supplemental data annually, brief flight chief and squadron commander then forward report to HQ AFSPC/SVXF by 20 Oct each year.**

**1.4. Dress and Appearance.** The lodging manager provides uniforms and name tags for all civilian employees who come in contact with guests.

## Chapter 2

### STANDARDS

**2.1. Quarters.** DoD 4165.63M, *DoD Housing Management*, September 1993, and AFMAN 34-247, *Air Force Lodging Program Management*, prescribe minimum adequacy standards (see **Table 4.1.**). Quarters are inadequate if they don't meet these standards. The lodging manager may exceed these standards when possible unless it results in excessive service charges.

2.1.1. Meeting Air Force quality of life standards assures consistent service to travelers. Lodging managers must follow the applicable portions of the Air Force Lodging Standards which contain the mandatory quality of life standards for lodging. Standards apply to both government- owned and controlled housing.

2.1.2. Lodging managers should participate in the installation quarters improvement committee meetings and ensure lodging's furnishings requirements are adequately addressed in the installation quarters improvement plan. Refer to AFI 32-6004, *Furnishings Management*, for additional guidance.

## Chapter 3

### PROCEDURES

**3.1. General Procedures Information.** Temporary Duty (TDY) personnel must use on-base lodging when adequate (or when waived for military necessity) and available and must make advance reservations when traveling to an Air Force installation.

3.1.1. The lodging office will house group travelers requiring team integrity at the same geographical location--all on base or all off base.

3.1.2. An installation commander may designate distinguished visitor (DV) lodging within the visiting officers and airmen quarters. The lodging manager controls these rooms. If the protocol office controls reservations, it will release the rooms back to the lodging office for other travelers at 1600 each day. The lodging manager will use occupancy statistics to support the number of DV quarters. The lodging manager manages these quarters within existing financial standards.

3.1.3. Guests may check in at any time if a room is available.

**3.2. Eligible Personnel (Visiting Officers and Airmen Quarters and Commercial Lodging (CL)).**

**Table 4.2.** and **Table 4.3.** specify eligibility for on-base and CL. **Table 4.4.** lists personnel who qualify for Priority 1 and Priority 2 status. Lodging houses Priority 2 guests possessing proper credentials and desiring lodging for up to a 72-hour stay, space permitting. Installation commanders may establish a policy limiting the number of days a space available (Space-A) guest may stay in on-base lodging, up to 30 days annually.

**3.3. Reservations.** The lodging staff accepts reservations for Priority 1 travelers 24-hours a day, 7-days a week, on a first-come, first-serve basis without regard to rank or listing within Priority 1. Lodging will accept and confirm reservations for Priority 2 personnel 24-hours in advance of their arrival. Reservations may be confirmed for up to 72-hours (3-day stay), space permitting. Priority 1 customers will not "bump" Priority 2 customers with confirmed reservations, nor will they bump them once they have been assigned quarters for a specific period of time. Lodging should attempt to negotiate reduced rates for all customer segments under their CL agreements when on-base quarters are not available.

**3.4. Automation.** The lodging manager uses the prescribed automated registration procedures. The manager develops and uses pre-numbered registration forms for backup when the automated system is not available. The lodging manager controls and accounts for these manual backup forms to maintain an audit trail.

**3.5. Assignments.**

3.5.1. The lodging office may house unaccompanied males and females in the same building. Male and female guests:

- Will not share sleeping rooms or central baths.
- May volunteer to share semi-private baths provided bathroom doors have functioning locks on both the inside and outside of each door and when there are no bath units to share with the same gender. Nonvolunteers will be provided CL or nonavailability numbers.

- May have adjacent bedrooms with a kitchen between them if the kitchen has two doors with functioning locks on both the inside and outside of each door.

3.5.2. Lodging will set aside at least 70 percent of each room category for nonsmokers. Lodging will try not to assign smokers and nonsmokers together in double occupancy rooms. When assigning a nonsmoker to a double occupancy room with a smoker, the wishes of the nonsmoker prevail, i.e., the smoker may not smoke if the nonsmoker objects.

**3.5.2. (AFSPC) All lodging rooms will be non-smoking.**

**3.6. Transient Aircrew Lodging.** Bases will participate in special aircrew handling programs to ensure high quality and consistent lodging is provided expeditiously to transient aircrews. The lodging manager establishes designated aircrew quarters when the volume of transient aircrews warrants it. The lodging manager provides private rooms to all transient aircrew members, regardless of rank.

3.6.1. Transient aircrews may use AF Form 2282, **Statement of Adverse Affect--Use of Government Facilities**, at Army, Navy, or Marine Corps installations when available temporary lodging does not meet Air Force standards for aircrews. When adequate government lodging is available, but does not meet special mission support requirements or crew integrity requirements, or the host installation commander has determined that the requirements cannot be supported, the members may obtain commercial accommodations at their own expense. In these cases, the lodging manager will not issue nonavailability numbers. Members must process AF Form 2282 either before or after travel (refer to AFR 177-103, *Travel Transactions at Base Level*).

**3.7. Commercial Contract Lodging.** The lodging office provides commercial off-base lodging for use by lodging customers when all on-base quarters are occupied or reserved. The cost for TDY personnel cannot exceed the lodging portion of the local per diem rate.

**3.8. Basic Allowance for Quarters (BAQ) Entitlement.** DoD Financial Management Regulation (FMR), Volume 7, Part A, tables 3-2-3 and 3-2-5, govern entitlements to BAQ for personnel occupying lodging other than in official TDY status. The lodging manager must inform members when their BAQ will terminate if they are accompanied by all family members for whom BAQ is authorized, occupy lodging for more than 30 days, and are in a permanent change of station (PCS) or leave status. Managers also terminate entitlements for members receiving FSA-1 or BAQ at the without dependent rate, if the member occupies lodging for more than 30 days and is in a PCS or leave status. Lodging managers should use procedures in AFM 177-373, Volume 2, *Joint Uniform Military Pay System (JUMPS) Unit Procedures Excluding AFO*, when reporting to the financial services officer (FSO).

**3.9. Nonavailability Numbers and Certificates of Impracticability:**

- Lodging issues TDY personnel a nonavailability number if adequate government quarters or meals are not available. Lodging does not issue nonavailability numbers to Air Reserve component (ARC) units in an inactive duty, non per diem status.
- Lodging issues TDY members a certificate of impracticability (DD Form 1351-5, **Government Quarters and Mess**), when use of government lodging or dining facilities is impracticable.

## Chapter 4

### TEMPORARY LODGING FACILITIES (TLF)

**4.1. Service Charge.** TLFs provide temporary housing for families. All TLF occupants pay the approved service charge which includes an Air Force assessment for TLF construction. MAJCOMs may waive the service charge for additional units occupied by large families. Large families occupying additional TLF units will pay the assessment for the additional unit(s). When military members residing in government housing (military family housing) are dislocated for emergency maintenance and repairs, they are authorized to reside in TLFs. When lodging fees exceed the member's quarters allowance (BAQ plus VHA) lodging may reduce fees to the quarter's allowances. This does not apply to government housing occupants who are displaced as a result of programmed housing renovation/upgrade (e.g., kitchen renovations, etc.)

**4.1. (AFSPC) Service Charge.** The service charge is waived for additional units occupied by large families in TLF units. Large families occupying additional TLF units will pay the assessment for the additional unit(s).

**4.2. Assignment and Eligibility.** Room assignments are made on a first-come, first-serve basis for up to 30 days without regard to rank. See **Table 4.5.** for Priority of assignment. The installation commander may reduce the 30-day maximum stay based on local conditions.

**Table 4.1. Minimum Adequacy Standards (VOAVAQ). (Existing Inventory Only--Does Not Apply To New Construction and Renovation Projects)**

GRADE (Note 1)	ADEQUACY STANDARD
All Commissioned Officers, All Civilians	250 square feet (net) living area: private room, private bath (Note 2)
E-7 - E-9	250 square feet (net) living area: private room, bath shared with not more than one other
E-5 - E-6	135 square feet (net) living area: private room, bath shared with not more than one other
E-1 (other than basic trainees); E-2 - E-4	90 square feet (net) living area, not more than two to a room, central bath
Basic Trainees	72 square feet (net) living area: open bay; central bath

The net living area of a private room or suite is from the inside face of the peripheral wall and includes all such enclosed, unshared spaces and partitions. The net living area of a shared room is the clear area in the sleeping room allocated for an individual's bed, locker (wardrobe, closet), furniture, and circulation. It excludes lounges, bathrooms, hallways, storage area designated for military mobility and field gear, or equivalent. In open bay, net living area is one equal share per person. See the *Facility Design Guide for Enlisted Dormitories* for detailed explanation on measuring rooms.

#### NOTES:

1. Lodging will house Air National Guard (ANG) and United States Air Force Reserve (USAFR) technicians in travel status according to the military grade shown in their travel orders.
2. MAJCOM/SVs may waive the minimum adequacy standard for private baths on an individual case basis.

**Table 4.2. Housing Priority 1 Personnel In On-Base and Commercial Lodging (CL).**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>R U L E</b>	<b>If individual is (not listed in Priority sequence)</b>	<b>eligible for government lodging</b>	<b>eligible for CL</b>	<b>and lodging service charges are collected from</b>	<b>and funding responsibility for CL rests with:</b>
1	TDY Air Force military or civilian employee, including crew member (DD Form 1610, <b>Request and Authorization for TDY Travel of DoD Personnel</b> , or flight orders indicating per diem status)	X	X	individual	individual (see note 1)
2	US civilian traveling under competent authority (invitational travel orders)	X	X	individual	individual (see note 1)
3	Depot Maintenance Service, Defense Business Operations Fund (Depot Maintenance Service, Defense Business Operations Fund Air Lift Transportation (DBOF-T))	X	X	individual	individual (see note 1)
4	Traveling on official orders in connection with foreign military sales (FMS)	X	X	individual	individual (see note 1)
5	Duty transient military or civilian of the other services TDY to the installation	X	X	individual	individual (see note 2)

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>R U L E</b>	<b>If individual is (not listed in Priority sequence)</b>	<b>eligible for government lodging</b>	<b>eligible for CL</b>	<b>and lodging service charges are collected from</b>	<b>and funding responsibility for CL rests with:</b>
6	Air Force, Army, Navy, Marine, USAFR, or ANG taking part in Joint Chiefs of Staff (JCS)-directed exercises.	X	X	individual	individual (see note 3)
7	DoD, other than Air Force active duty, participating in Air Force or MAJCOM operations, exercises or training that directly supports an Air Force mission	X	X	individual	individual (see note 4)
8	On permissive TDY	X	X	individual	individual (see note 5)
9	Aircraft passenger (including family members) on official orders or emergency leave at actual ports of embarkation	X	X	individual	individual (see note 5)
10	Family member on medical TDY orders	X	X	individual	individual (see note 5)
11	Military or civilian using military aircraft in TDY or PCS status who, for reasons beyond his or her control, remains overnight (RON) at a location other than TDY or PCS locations	X	X	individual	individual (see note 5)
12	Contract personnel (Note 12)	X	X	individual	individual (see note 5)

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>R U L E</b>	<b>If individual is (not listed in Priority sequence)</b>	<b>eligible for government lodging</b>	<b>eligible for CL</b>	<b>and lodging service charges are collected from</b>	<b>and funding responsibility for CL rests with:</b>
13	Guest of the armed forces, as determined by the installation commander	X	X	individual	individual (see note 5)
14	Active duty on emergency leave	X	X	individual	individual (see note 5)
15	Unaccompanied, including civilian, entitled to permanent quarters, but temporarily without permanent housing due to PCS	X	X	individual	individual (see note 5)
16	Military and civilian personnel and family members or family member alone, when in a PCS status (Notes 13, 14)	X	X	individual	individual (see note 5)
17	ANG, USAFR, and Individual Mobilization Augmentee (IMA) members on annual tours, school tours, special tours of active duty, or active duty for training in a per diem status.	X	X	individual	individual (see note 1)
18	ANG, USAFR, and IMA members in an inactive duty training (IDT) or non per diem duty status.	X	X	assigned unit or Dobbins ARB GA (see note 6)	assigned unit or Dobbins ARB GA (See note 6)

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>R U L E</b>	<b>If individual is (not listed in Priority sequence)</b>	<b>eligible for government lodging</b>	<b>eligible for CL</b>	<b>and lodging service charges are collected from</b>	<b>and funding responsibility for CL rests with:</b>
19	USAFA and Air Force Reserve Officer Training Corps (AFROTC) cadet traveling on official orders (does not include AFROTC cadet participating in the third lieutenant program--see rule 22) and summer encampment.	X		individual	
20	Applicant for an Air Force commission under AFI 36-2001, <i>Officer Training Program Examining Centers (OPTEC)</i>	X		(see note 7)	
21	Naval reserve personnel	X		(see note 8)	
22	AFROTC cadet participating in the third lieutenant program	X		(see note 9)	
23	TDY foreign military or civilian sponsored through security assistance or similar programs explained in AFR 50-29, <i>Joint Security Assistance Training (JSAT) Regulation</i>	X		(see note 10)	
24	Personnel traveling on fund citation 97X4930.5D14, Fund Code 6G, performing Defense Business Operations Funds (DBOF-T) Air Mobility Command (AMC) mission.	X	X	Local DBOF-T manager (see note 11)	Local DBOF-T manager (see note 11)

	A	B	C	D	E
<b>RULE</b>	<b>If individual is (not listed in Priority sequence)</b>	<b>eligible for government lodging</b>	<b>eligible for CL</b>	<b>and lodging service charges are collected from</b>	<b>and funding responsibility for CL rests with:</b>
25	Military and civilian personnel TDY to a nearby location who desire on-base quarters in lieu of CL (Note 15)	X	X	individual	individual

**NOTES:**

1. The orders issuing official budgets for and funds the cost of CL based on known requirements and historical data.
2. Duty transient military or civilian personnel of the other services are eligible for CL when they pay the cost of lodging, i.e. credit card, cash, etc.
3. AFI 65-601, *Budget, Policy and Procedures* explains the funding responsibility.
4. The MAJCOM requesting the support budgets and funds the cost of CL for the host base. For example, if HQ Air Combat Command (ACC) requests support from the Marine Corps at an AMC base, then ACC budgets and funds the requirement. The MAJCOM provides the funds to the host bases through either an obligation authority or after-the-fact refund or reimbursement.
5. CL eligibility is subject to provisions in the statement of work (SOW) for CL.
6. ANG, USAFR, and IMA members in an IDT, or non per diem status cannot receive voucher reimbursement for lodging expenses. Lodging will not collect lodging fees, on-base or commercial contract lodging, from these members nor issue nonavailability numbers to them. (Refer to AFMAN 34-247, attachment 4, for billing procedures).
7. Lodging will not charge applicants for services provided. Lodging office obtains payment from base O&M funds.
8. Since enlisted naval personnel are not in per diem status while performing duty training and weekend-away-training, they are not reimbursed when they use government lodging. The lodging office forwards bills to the Chief of Naval Reserve, 4400 Dauphine Street, New Orleans LA 70146 (ATTN: Code 6113), on SF 1034, **Public Voucher for Purchase and Services Other Than Personal**.
9. AFROTC cadets participating in the Third Lieutenant Program are not in a per diem status. They are not charged for services provided, not assigned to CL, and not promised nonavailability numbers. Reimbursement for lodging service charges is accomplished by forwarding bills to 502 ABW/ACFC, 50 LeMay Plaza South, Maxwell AFB AL 36112-6334.
10. All foreign personnel must pay lodging service charges directly to the lodging manager except International Military Education and Training (IMET) enlisted personnel. Lodging sends for reimbursement for IMET enlisted personnel through host base foreign training office and accounting and finance office.

Invoices must list names, nationality, number of days lodging was furnished, and total amount of charges. Lodging must also furnish a copy of each student's travel orders.

11. Follow procedures in AFMAN 34-247, Attachment 5 (procedures for funding CL for DBOF-T personnel at channel stops).

12. Contract personnel performing services for the Air Force may be assigned to on-base or CL if payment for transient housing is not included in the contractor's SOW and the contractor is traveling on official government orders.

13. Civilian personnel and/or their family members are eligible for government or CL as Priority 1 personnel in a PCS status overseas. In CONUS they are eligible for government quarters as Priority 2.

14. Do not issue PCS member/family Services Information Management System (SIMS) generated contract lodging authorization or nonavailability numbers. The member should be provided a locally devised temporary living expense/temporary living allowance (TLE/TLA) memorandum instead.

15. This category of traveler will be authorized on-base lodging as Priority 1 if Priority 1 personnel TDY to that installation are not displaced to off-base lodging. The installation commander may restrict this policy to Air Force TDY personnel.

**Table 4.3. ANG and USAFR Personnel Payment Procedures. (This table applies to Air Force Reserve (AFRES) Individual and unit-assigned members.)**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>R U L E</b>	<b>If individual is</b>	<b>and lodging provided is government lodging (See Note 2)</b>	<b>and lodging provided is CL (see Note 3)</b>	<b>payment collected from unit of assignment (see notes 2 and 3)</b>	<b>payment collected from Dobbins ARB (see notes 2 and 3)</b>	<b>payment collected from individual</b>
1	ANG or unit assigned AFRES member on weekend unit training assembly (UTA) (AF Form 40, <b>Authorization for Inactive Duty Training</b> , or AF Form 40a, <b>Authorization for Individual Inactive Training</b> , locally-developed computer listing or National Guard Bureau (NGB) Form 105 A/M, <b>Automated Inactive Duty Daily Attendance List/Authorization for Inactive Duty Training Daily Attendance List</b> (Note 1)	X	X	X		
2	Individual Mobilization Augmentee (IMA) or Individual Ready Reserve (IRR) reservists in IDT status (pay or non-pay status) (AF Form 40a) (Note 1)	X	X		X	

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>R U L E</b>	<b>If individual is</b>	<b>and lodging provided is government lodging (See Note 2)</b>	<b>and lodging provided is CL (see Note 3)</b>	<b>payment collected from unit of assignment (see notes 2 and 3)</b>	<b>payment collected from Dobbins ARB (see notes 2 and 3)</b>	<b>payment collected from individual</b>
3	ANG and USAFR personnel on annual tour in per diem status (AF Form 938, <b>Request and Authorization for Active Duty Training/Active Duty Tour</b> , or DD Form 1610, <b>Request and Authorization for TDY Travel of DoD Personnel</b> . (note 4)	X	X			X
4	ANG or USAFR on annual tour in a non-per diem status (AF Form 938 or DD Form 1610)	X	X	X		
5	Individual (or non-unit) USAFR member on annual tour in a non-per diem status (AF Form 938)	X	X		X	
6	ANG or USAFR member on annual or special tour (as an individual) in per diem status (AF Form 938 or DD Form 1610)	X	X			X
7	ANG or USAFR member on a temporary tour of active duty (TTAD) in per diem status (AF Form 938 or DD Form 1610) for purpose of supporting active duty programs at a host base (note 5)	X	X			X

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>R U L E</b>	<b>If individual is</b>	<b>and lodging provided is government lodging (See Note 2)</b>	<b>and lodging provided is CL (see Note 3)</b>	<b>payment collected from unit of assignment (see notes 2 and 3)</b>	<b>payment collected from Dobbins ARB (see notes 2 and 3)</b>	<b>payment collected from individual</b>
8	ANG and USAFR members on a school tour in a per diem status (AF Form 938 or DD Form 1610)	X	X			X
9	ANG and USAFR members on TDY in a per diem status (DD Form 1610)	X	X			X
10	ANG and USAFR members in Space-Available status (note 6)	X	N/A			X

**NOTES:**

1. AFMAN 34-247, attachment 4, covers billing procedures for collection of lodging fees associated with housing AFRES, ANG, and IMA personnel in an inactive duty or non-per diem status.
2. Members in inactive duty status cannot receive voucher reimbursement for lodging expenses. Lodging will not collect service charges from these members nor will lodging issue nonavailability numbers to them. (Refer to AFMAN 34- 247, attachment 4, for billing procedures.)
3. A funded AF Form 616, **Fund Cite Authorization**, provided to the servicing lodging manager at the beginning of the fiscal year will guarantee payment for commercial quarters. The lodging manager bills the ANG or USAFR unit of assignment financial management (FM) function for on-base and contract lodging fees.
4. Some reservists travel on a computer-generated AF Form 938. The automated order is valid even though it may not be specifically identified as an AF Form 938.
5. Members are normally required to pay for lodging fees when in a per diem status. However, a special arrangement may be made for the host base/unit to provide a fund cite for individual orders or to pay lodging directly for housing ANG and USAFR personnel supporting their installation or organization.
6. Space-Available lodging is at the member's expense and is not charged to the unit of assignment FM function. Members occupying lodging on a space available basis at the expiration of their tour are responsible for payment of expenses.

**Table 4.4. Priority for Visiting Officer's Quarters (VOQ), Visiting Airmen's Quarters (VAQ), and Distinguished Visitor's Quarters (DVQ).**

	<b>A</b>	<b>B</b>	<b>C</b>
<b>RULE</b>	If the individual is	then they are Priority 1 for room assignment	then they are assigned rooms on a space available basis
1	TDY Air Force military or civilian employee (Note 1)	X	
2	US Civilian traveling under competent authority (invitational travel orders)	X	
3	personnel traveling on official orders in connection with FMS	X	
4	duty transient military or civilian of the other services TDY to the installation	X	
5	AF, Army, Navy, Marine, or Reserves taking part in JCS- directed exercises	X	
6	DoD, other AF active duty, participating in AF or MAJCOM operations, exercising or training which directly supports an AF mission	X	
7	on permissive TDY	X	
8	aircraft passenger (including family members) on official orders or emergency leave at actual ports of embarkation	X	
9	family member on medical TDY orders	X	
10	military or civilians using military aircraft in TDY or PCS status who, for reasons beyond her or his control remains overnight (RON) at a location other than TDY or PCS location	X	
11	contract personnel (Note 3)	X	
12	guest of the Armed Forces, as determined by the installation commander	X	
13	active duty on emergency leave	X	
14	unaccompanied, including civilians, entitled to permanent quarters but temporarily without permanent housing due to PCS	X	
15	military and civilian personnel and family member, or family member alone, when in a PCS status (Note 2)	X	

	<b>A</b>	<b>B</b>	<b>C</b>
<b>RULE</b>	If the individual is	then they are Priority 1 for room assignment	then they are assigned rooms on a space available basis
16	USAFA and AFROTC cadets traveling on official orders	X	
17	applicant for an Air Force commission under AFR 36-2001, <i>Officer Training Program Examining Centers (OPTEC)</i> .	X	
18	Naval reserve personnel	X	
19	TDY foreign military or civilian sponsored through security assistance or explained in AFR 50-29, <i>Joint Security Assistance Training</i> .	X	
20	Personnel traveling on fund cite 97X4930.5D14, Fund Code 6G, performing Defense Business Operations Fund (DBOF-T) - AMC mission.	X	
21	ARC member on annual tour, school tour, special tour of active duty or active duty for training in a per diem status.	X	
22	ARC member in an IDT, or non per diem duty status	X	
23	family member accompanying official TDY personnel		X
24	Military and civilian friends and relatives of a patient in Air Force hospitals or when referred to a civilian medical facility by Air Force medical authorities, when TLFs are not immediately available		X
25	relative or guest of military member assigned to the installation when TLFs are not immediately available		X

	<b>A</b>	<b>B</b>	<b>C</b>
<b>RULE</b>	If the individual is	then they are Priority 1 for room assignment	then they are assigned rooms on a space available basis
26	Retiree (DD Form 2 Ret, United States Uniformed Services Identification Card, or DD Form 2AF Res, Armed Forces of the United States Identification Card (ID), with a copy of Air Reserve Personnel Center (ARPC) retirement orders, and retirement eligible reservist in a non-duty status who possess DD Form 2 AF Res with ARPC "Notification of eligibility for retired pay" (card or letter) and their accompanying family members		X
27	active duty member and his/her family member (or her or his family member alone) on ordinary leave, environmental morale leave (EML) orders, or in travel status		X
28	US civilian and his or her family member on EML orders from overseas duty assignment, only if TLFs are not immediately available		X
29	ANG, USAFR, and IMA members in nonduty status possessing valid red ID card and his or her family members		X
30	Space-Available passengers aboard military aircraft interrupted short of destination, or passengers arriving at ports for Space-Available travel on departing military flights		X
31	AFROTC cadets, Civil Air Patrol organizations, and youth groups, when approved by the installation commander		X
32	Transient family member of deceased active duty or retired military member and transient family member unaccompanied by their active duty or retired military sponsor, or US civilian sponsor in overseas areas		X

	<b>A</b>	<b>B</b>	<b>C</b>
<b>RULE</b>	If the individual is	then they are Priority 1 for room assignment	then they are assigned rooms on a space available basis
33	nonmilitary uniformed personnel of the US Public Health Service, and National Oceanic and Atmospheric Survey, foreign military personnel, and US Coast Guard when authorized by the installation commander		X
34	individual or groups housed for humanitarian reasons, such as natural disasters or adverse weather conditions, when no private or CL are available and approved by the installation commander		X
35	person separated under the "Transition Assistance Management Program" (TAMP)		X
36	Senior Executive Service (SES) and their dependents on leave		X

**NOTES:**

1. Military and civilian personnel TDY to a nearby location who desire on-base quarters in lieu of CL will be authorized on- base lodging as Priority 1 so long as Priority 1 personnel TDY to that installation are not displaced to off-base lodging. The installation commander may restrict this policy to Air Force TDY personnel.
2. Civilian personnel and/or their family members are eligible for government quarters or CL as Priority 1 overseas and as Priority 2 in CONUS.
3. Contract personnel performing services for the Air Force may be assigned to on-base or CL if payment for transient housing is not included in the contractor's SOW and the contractor is traveling on official government orders.

**Table 4.5. Priority for Temporary Lodging Facility Assignment.**

	<b>A</b>	<b>B</b>	<b>C</b>
<b>RULE</b>	If the individual is	then they are Priority 1 for room assignment	then they are assigned rooms on a space available basis
1	Active duty PCS in or out (Notes 1, 2)	X	
2	Displaced military family housing (MFH) occupant due to emergency conditions (Note 3)	X	

	<b>A</b>	<b>B</b>	<b>C</b>
<b>RULE</b>	If the individual is	then they are Priority 1 for room assignment	then they are assigned rooms on a space available basis
3	Personnel on permissive TDY or on leave to house hunt in conjunction with PCS, retirement, or separation	X	
4	Military and civilian friends and relatives of a patient in Air Force hospitals or when referred to a civilian medical facility by Air Force medical authorities	X	
5	outpatient of a civilian or military hospital if referred by Air Force hospital	X	
6	Official guest of the installation as determined by the installation commander	X	
7	PCS DoD civilian personnel with family members or family members alone outside CONUS, incident to PCS, separation, or retirement when eligible for living quarters allowance (LQA)	X	
8	Military member TDY enroute PCS and accompanied by family members	X	
9	Military member and family member on leave or delay in route		X
10	Military and civilian personnel on TDY when VOQs and VAQs are fully occupied		X
11	Retired military members and their family members		X
12	Unaccompanied member being joined by or acquiring family members		X
13	Unaccompanied married personnel and unmarried member incident to PCS if neither temporary nor permanent party government lodging is available		X
14	DoD civilian personnel accompanied by family members incident to PCS in the CONUS		X

	<b>A</b>	<b>B</b>	<b>C</b>
<b>RULE</b>	If the individual is	then they are Priority 1 for room assignment	then they are assigned rooms on a space available basis
15	ANG, USAFR, and IMA personnel in a nonduty status possessing a valid red ID card and his or her family members		X
16	Members of United States Coast Guard, Public Health Service, and National Oceanic and Atmospheric Survey, when authorized by the installation commander		X
17	Friend or relative of assigned military personnel		X

**NOTES:**

1. Air Force recruiting personnel will be considered Priority 1 for assignment in the TLF at the installation closest to their office location regardless of their host base of assignment.
2. Do not issue PCS member/family SIMS generated contract lodging authorization or nonavailability numbers. The member should be provided a locally devised TLE/TLA memorandum instead.
3. When military members residing in government housing (military family housing) are dislocated for emergency maintenance and repairs, they are authorized to reside in TLFs. When lodging fees exceed the member's quarters allowance (BAQ plus VHA) the base may reduce fees to the quarter's allowances. This does not apply to government housing occupants who are displaced as a result of programmed housing renovation/upgrade (e.g., kitchen renovations, etc.)

## Chapter 5

### MANAGING FUNDS

**5.1. Financial Standards.** Base lodging funds will meet financial standards established by HQ USAF and their MAJCOMs.

**5.1. (AFSPC) Financial Standards.** Base lodging funds will meet financial standards established by HQ USAF and the MAJCOM financial standard of Net Income After Depreciation (NIAD) between 7-20 percent and Acid Test Ratio 1:1.

**5.2. Transferring Nonappropriated Funds (NAF).** MAJCOMs may transfer lodging funds between lodging facilities within the command, through the command lodging fund, to assist needy lodging activities.

**5.3. Transfer of NAF Property to Appropriated Fund (APF) Accounts.** The lodging manager transfers NAF property authorized in allowance standard 414 to AF Form 228, **Furnishings Custody Receipt and Condition Report** (Refer to AFI 32-6004 for additional guidance) and maintains it on NAF property records until fully depreciated.

**5.4. Funding.** The lodging manager complies with AFI 65-106, *Appropriated Fund Support of Morale, Welfare, And Recreation and Nonappropriated Fund Instrumentalities*, for funding lodging operations.

**5.5. Service Charge Rates.** MAJCOMs establish service charge rates at the minimum amount necessary to cover the cost of providing quality customer service (maximum rates CONUS: \$8.00 a day in VOQs and VAQs, \$25.00 a day in DV quarters, and \$24 for TLF including user assessment; maximum rates Overseas: \$10.00 a day in VOQs and VAQs, \$35.00 a day in DV quarters, and \$35 for TLF including user assessment). Lodging charges all occupants the same VOQ/VAQ/TLF rate, regardless of duty status or priority. Rates for accompanying family member (whether one or more), will be 50 percent of the single occupancy daily rate in VOQs, VAQs, and DVQs. Lodging will not charge the member and family more than 1 1/2 times the daily rate per sleeping room. The MAJCOM/SV establishes service charge rates sufficient to pay operating expenses, capital requirements and TLF user assessments. MAJCOM/SV/FM sends requests for exceptions to maximum rates for VOQ, VAQ, TLFs, and DVQs through HQ AFSVA/SVP to SAF/FMPC, 1130 Air Force Pentagon, Washington DC 20330-1130.

PATRICK O. ADAMS, Brig General, USAF  
Director of Services

## Attachment 1

### GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

#### *References*

AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*

AFI 32-6004, *Furnishings Management*

AFI 32-9002, *Use of Real Property Facilities*

AFI 36-2001, *Officer Training Program Examining Centers (OPTEC)*

AFI 36-2852, *Air Force Services Awards Program*

AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities*

AFI 65-601, *Budget, Policy and Procedures*

AFM 177-373, Vol II, *Joint Uniform Military Pay System (JUMPS) Unit Pay Procedures Excluding AFO*

AFMAN 34-247, *Air Force Lodging Program Management*

AFPAM 34-255, *Directory of Government Quarters and Dining Facilities*

AFR 50-29, *Joint Security Assistance Training, (JSAT) Regulation*

AFR 177-103, *Travel Transactions at Base Level*

DoD 4165.63-M, *DoD Housing Management*, September 1993

*Facility Design Guide for Enlisted Dormitories*

#### *Abbreviations and Acronyms*

**ACC**—Air Combat Command

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFR**—Air Force Regulation

**AFRES**—Air Force Reserves

**AFROTC**—Air Force Reserve Officer Training Corps

**AMC**—Air Mobility Command

**ANG**—Air National Guard

**APF**—appropriated fund

**ARC**—Air Reserve Component

**ARPC**—Air Reserve Personnel Center

**BAQ**—Basic Allowance for Quarters

**CL**—commercial lodging  
**CONUS**—Continental United States  
**DBOF-T**—Defense Business Operations Fund Air Lift Transportation  
**DoD**—Department of Defense  
**DVQ**—Distinguished Visitor Quarters  
**EML**—environmental morale leave  
**FM**—financial management  
**FMR**—Financial Management Regulation  
**FMS**—Foreign Military Sales  
**HQ AFSVA**—Headquarters Air Force Services Agency  
**HQ AFSVA/SVO**—Headquarters Air Force Services Agency, Directorate of Operations  
**HQ AFSVA/SVOHL**—Headquarters Air Force Services Agency, Lodging and Laundry Branch  
**HQ USAF/SV**—Headquarters Air Force Services  
**IDT**—inactive duty training  
**IMA**—Individual Mobilization Augmentee  
**IMET**—International Military Education and Training  
**IRR**—Individual Ready Reserve  
**JCS**—Joint Chiefs of Staff  
**LQA**—living quarters allowance  
**MAJCOM**—Major Command  
**MFH**—Military Family Housing  
**MIL-HDBK**—Military Handbook  
**MILCON**—Military Construction  
**MSO**—Military Service Obligation  
**NAF**—nonappropriated fund  
**NAFI**—Nonappropriated Fund Instrumentality  
**NGB**—National Guard Bureau  
**O&M**—Operations and Maintenance  
**OPR**—Office of Primary Responsibility  
**PCS**—Permanent Change of Station  
**RON**—remains overnight  
**SAF/FMPB**—Deputy Assistant Secretary of the Air Force (Accounting and Banking)

**SIMS**—Services Information Management System  
**SOW**—statement of work  
**Space-A**— Space Available  
**SV**—Services  
**SVP**—Services Programs Division  
**TAMP**—Transition Assistance Management Program  
**TDY**—temporary duty  
**TLA**—temporary living allowance  
**TLE**—temporary living expense  
**TLF**—Temporary Lodging Facilities  
**TTAD**—temporary tour of active duty  
**UPH**—Unaccompanied Personnel Housing  
**UNCOQ**—Unaccompanied Noncommissioned Officers’ Quarters  
**UOQ**—Unaccompanied Officers’ Quarters  
**USAF**—United States Air Force  
**USAFR**—United States Air Force Reserve  
**UTA**—Unit Training Assembly  
**VAQ**—Visiting Airmen’s Quarters  
**VOQ**—Visiting Officers’ Quarters

*Terms*

**Basic Allowance for Quarters (BAQ)**—An amount of money set by law in which a member is entitled when government housing is not provided by the government.

**Civilian Employees**—US civilian federal employees paid from DoD APFs or NAFs.

**Commercial Lodging (CL)**—Commercial accommodations under lease, contract, or blanket purchase agreement to the government for transient UPH (formerly contract quarters).

**Continental United States (CONUS)**—United States territory, including the adjacent territorial waters, located within North America between Canada and Mexico.

**Conversion**—Permanent change in use of government facilities that will change category code on real property inventory or to combine government lodging.

**Family Member**—The sponsor's: (a) spouse; (b) unmarried child who is the sponsor's by birth, legal adoption, or marriage (e.g., stepchild) who is under 21 years of age and is dependent on the sponsor, incapable of self-support because of a mental or physical incapacity and dependent on the sponsor for over one-half of his or her support, or is under 23 years of age, enrolled in a full-time course of study at an approved institution of higher learning, and dependent on the sponsor; or (c) adult relative by blood, marriage (e.g., parent-in-law or stepparent), or adoption who is dependent on the sponsor for over

one-half of his or her support and eligible for an ID card.

**Government Lodging**—Lodging accommodations designated for use by TDY personnel that the DoD owns, leases, obtains by permit, or otherwise acquires.

**Inadequate Lodging**—Lodging that does not meet the minimum adequacy standards of AFI 34-601, table 1.

**Individual Ready Reserve (IRR) Members**—Those members who are released from active duty with a Military Service Obligation (MSO). IRR members must possess a DD Form 2AF (Res), along with separation orders, and be entitled to active duty benefits until their separation date.

**Installation Commander**—The individual responsible for all operations performed by an installation.

**Living Quarters Allowance (LQA)**—An amount of money paid eligible civilian employees for allowable costs of off-base lodging in overseas areas, if adequate government lodging is not assigned or made available.

**Lodging**—Hotel/motel type temporary housing designated for personnel not permanently assigned to an installation. Includes VOQs, VAQs, TLFs, and DVQs.

**Lodging Fund**—NAF account established to account for all NAF funds, assets, liabilities, and personnel belonging to lodging activities.

**Lodging Manager**—The senior official charged with the responsibility to manage and operate hotel/motel type lodging.

**Nonappropriated Funds (NAF)**—Funds generated by DoD military and civilian personnel and their dependents and used to augment funds appropriated by the Congress to provide a comprehensive, morale-building welfare, religious, educational, and recreational program, designed to improve the well-being of military and civilian personnel and their dependents.

**Nonavailability Number**—DD Form 1351-5, **Nonavailability of Government Quarters and Mess**, or other similar document issued to member when government lodging or meals are not available, or when their use is impractical. (See AFMAN 34-603, paragraph 3.9.) Lodging managers do not issue numbers when AFPAM 34-602, *Directory of Government Quarters and Dining Facilities*, reflects that the installation does not have lodging or meals.

**Overseas**—All locations, including Alaska and Hawaii, outside the continental United States.

**Permanent Party Personnel**—Personnel assigned or attached to an installation in a PCS status.

**Quarters**—All living accommodations (visiting and permanent party).

**Retirement Eligible Reservists in a Non-duty Status**—Those reservists eligible for retirement, but who have not reached retirement age. These reservists must possess a DD Form 2AF (Res), along with a copy of ARPC certificate of non-duty status.

**Sleeping Room**—A room or specific area within AF lodging specifically configured for sleeping purposes. Quarters and TLF rooms having a dual purpose (for example, living/sleeping) cannot be used as a basis to establish additional service charges.

**Substandard Lodging**—Lodging assigned condition code 3 (not upgradable) or level 1 (Commander's Facility Assessment) due to the physical condition of the structure, location, utilities, and so forth.

**Temporary Lodging Allowance (TLA)**—An amount of money authorized to offset the added living

expense incurred outside the CONUS by members and their dependents when it is necessary for the member and/or dependents to occupy temporary lodgings incident to PCS under certain prescribed conditions.

**Temporary Lodging Expense (TLE) Allowance**—An amount of money authorized to partially offset the added living expenses incurred within the CONUS by members and their dependents when it is necessary for the member and/or dependents to occupy temporary lodgings incident to PCS under certain prescribed conditions.

**Temporary Lodging Facility (TLF)**—Lodging primarily used to house members and their dependents (incident to PCS, and friends and relatives of patients in Air Force hospitals).

**Travelers (TDY)**—Military personnel and civilian employees temporarily assigned at an installation other than the one to which they are permanently assigned or employed.

**Unaccompanied Housing**—All housing assets (owned or leased) for unaccompanied permanent party officer and enlisted personnel.

**Unaccompanied Personnel**—Unmarried civilian and military members; members married to members with no family members, who are not assigned to the same or adjacent installation (within the local commuting area), and married personnel not accompanied by family members.

**Unaccompanied Personnel Housing (UPH)**—All housing assets (owned or leased) for unaccompanied officer and enlisted personnel, such as UOQ, VOQ, dormitories, unaccompanied personnel housing, and VAQ and DVQs.

**Visiting Airmen Quarters (VAQ)**—UPH used as temporary housing for airmen and civilian employees of equivalent grade not permanently assigned to the installation.

**Visiting Officer Quarters (VOQ)**—Quarters used as temporary housing for officers and civilian employees of equivalent grade not permanently assigned to the installation.

## Attachment 2

### WHAT PEOPLE DO

#### A2.1. HQ USAF/SV.

- Issues policies for oversight, resource allocation, and conducting the Air Force Lodging Management Program.
- Coordinates lodging matters with the other military departments and DoD, and maintains contact with other government agencies and industrial associations.

#### A2.2. AFSVA/SVO.

- Provides lodging management program procedures.
- Provides technical assistance and guidance to MAJCOMs and bases on lodging service matters.
- Recommends changes to the lodging service program.
- Conducts lodging assistance visits to bases.
- Conducts training programs for lodging managers.
- Provides functional expertise for developing and using automated lodging systems.
- Manages and develops guidance for the Innkeeper Trophy Awards Program, according to AFI 36-2852, *Air Force Services Awards Program*, to promote excellence in lodging.
- Develops customer service standards.

#### A2.3. MAJCOM/SV.

- Exercises command supervision and operational management of lodging activities as stated in established policies and procedures.
- Analyzes command problems and provides direction for reaching MAJCOM and program goals.
- Provides training and conducts staff assistance visits.

#### A2.4. Installation Commander.

- Provides APF resources required to operate and maintain lodging facilities.
- Monitors lodging and TLF fund operations.
- Maintains optimum occupancy of adequate lodging quarters.
- The installation commander inspects a sampling of all types of lodging at least quarterly.

#### A2.5. Lodging Manager.

- Oversees the base lodging program.
- Prepares and modifies a perpetual five-year plan for service and quarters improvement.
- Establishes and maintains a facility upgrade program.
- Establishes procedures for continued operation if the lodging computer is down.
- Provides employees written instructions on safeguarding cash and forms.
- Provides training to lodging employees.

- Prepares APF and NAF budgets and calculates service charge rates.

### Attachment 3

#### AIR FORCE LODGING STANDARDS

**A3.1.** The overall objective is to provide lodging quarters similar to US mid-level economy commercial hotels/motels. The tables on the following pages are the minimum standards which will provide the traveler with standardized facilities and services. Minimum standards are needed to meet the overall objectives. The required quantities (space permitting) are based on the minimum square feet (VOQ, 250 square feet; E4-E6 VAQ, 135 square feet; E1- E4 VAQ, 180 square feet; TLF, 450 sq feet) authorized in **Table A3.1**. Quantities can be adjusted to meet the actual space on hand (For example, a TLF room or DV suite with two bedrooms, the requirements below would have to be increased for the additional space. Additional furnishings, linen, alarm clock, etc. would have to be added.

**Table A3.1. General Requirements.**

GENERAL REQUIREMENTS	ALL DV SUITES	VOQ/ VAQ E7 & ABOVE	VAQ E4-E6	VAQ E1-E4	TLF ONE BEDROOM
Provide full housekeeping service 7 days a week	Yes	Yes	Yes	Yes	Limited
Room stocking of resale sundry items (stocked at minimum levels determined by the base and/or MAJCOM)	Yes	Yes	Yes	Yes	No
Amenity set on EPP contract, consists of: shampoo w/ conditioner, mouthwash, hand and body lotion, and shoe mitt	1 set	1 set	1 set	2 sets	2 sets
Restrict amenity stocking to once per visit <i>Note: Recommended item.</i> If adopted, recommend displaying a card informing guests that “Amenities are provided for the first night and additional items are available for purchase at the front desk”	Yes	Yes	Yes	Yes	Yes
Wall mounted light switches installed at entry door (required in new construction or renovation)	Yes	Yes	Yes	Yes	Yes
Double outlets w/grounding (new construction or renovation)	6	6	6	6	6
Built in closet or wardrobe	1	1	1	2	1
Air conditioning (all rooms where authorized)	Yes	Yes	Yes	Yes	Yes
Washer/dryer access (central location and at no cost to guest) w/ laundry area to provide (space permitting) comfortable seating, laundry portable carts, rod to hang clothes, and soap dispensing machine if not located near front desk)	Ratio 1 washer/ dryer per 12 guests	Ratio 1 washer/ dryer per 5 families			
Solid exterior doors w/ security devices (security peephole required)	1	1	1	1	1

GENERAL REQUIREMENTS	ALL DV SUITES	VOQ/ VAQ E7 & ABOVE	VAQ E4-E6	VAQ E1-E4	TLF ONE BEDROOM
Wall-to-wall carpet 26 oz minimum to include padding or integral backing under all carpeting(excludes padding in hallways, padding required in all new construction/renovation)	Yes	Yes	Yes	Yes	Yes
Ceiling fan <i>Note: Recommended item</i>	Yes	Yes	Yes	Yes	Yes
Ice machine, dispenser type (non-dispensing type may be used pending normal replacement)	1 per bldg.	1 per bldg.	1 per bldg.	1 per bldg.	1 per bldg.
Draperies: blackout for bedroom windows. Drapes or blinds for other nonsleeping room windows	All windows	All windows	All windows	All windows	All windows
Dresser or chest of drawers w/ mirror	1	1	1	2	1
Seating, lounge chair	Yes	1 or 2	1 or 2	2	1
Night table or stand	1 or 2	1 or 2	1 or 2	2	2
Bed, queen size (60" X 80" minimum), queen headboard, bed-frame, box-spring and mattress with pad	1				1 if Space Allows
Bed, full size (54" X 80" minimum), double headboard, bed-frame, box-spring, and mattress with pad		1	1		1 if Queen Doesn't fit
Bed, single (39" X 80" minimum), single headboard, bed-frame, box-spring and mattress with pad				2	If needed
Smoke detector (each room)	1	1	1	1	1
Desk/working table and matching chair w/ padded seat	1	1	1	2	1
Pillow (synthetic fiberfill) w/ pillowcase, pillowcase color coordinated w/ bed sheets <i>Note: Pillow(s) in closet must be wrapped in or protected w/ plastic bag</i>	2 on bed, 2 in closet	2 on bed, 1 in closet	2 on bed, 1 in closet	1 on each bed, 2 in closet	2 on bed, 2 for sofa sleeper, 2 in closet

GENERAL REQUIREMENTS	ALL DV SUITES	VOQ/ VAQ E7 & ABOVE	VAQ E4-E6	VAQ E1-E4	TLF ONE BEDROOM
Sheets; Set of fitted and flat for each bed (size based on bed size) Note: Recommend maintaining 2 additional sets of sheets for each bed for cleaning rotation and fair wear and tear	1 set for each bed	1 set for each bed	1 set for each bed	1 set for each bed	1 set for each bed/sofa
Bedsread, color coordinated with drapes, decor of room, sized to fit bed Note: Recommend maintaining a 50 percent backup of the different types of bedsreads for cleaning rotation and fair wear and tear	1 per bed	1 per bed	1 per bed	1 per bed	1 per bed
Sofa sleeper					1
Occasional/Coffee table (space permitting)					1
Sleeper chair					1
For check out: roll-away beds, high chairs, cribs, playpens or “angel” cots Note: Maintain adequate quantity in good condition					Yes
Lamps (3-way bulbs for 3-way lamps, minimum wattage for single way lamps)	2 per room	2	2	2	2 per room
Clock radio w/ alarm	1	1	1	2	1
Minimum 19” color television w/ cable service and remote control	1	1	1	1	1
Additional television located in master bedroom w/ cable service and remote control <i>Note: Recommended item</i>	yes				yes
Premium cable channel (i.e., HBO or Disney Channel) <i>Note: Recommended item</i>	yes	yes	yes	yes	yes
Framed wall art (all rooms)	As space allows	As space allows	As space allows	As space allows	As space allows
Waste basket (each room) w/ liner	1 per room	1 per room	1 per room	1 per room	1 per room

GENERAL REQUIREMENTS	ALL DV SUITES	VOQ/ VAQ E7 & ABOVE	VAQ E4-E6	VAQ E1-E4	TLF ONE BEDROOM
Ash tray w/ matches (smoking rooms only)	1	1	1	1	1
Shoe polishing equipment or electric polisher <i>Note: Recommended item</i>	Yes				
Refrigerator/freezer (frost free)	1	1	1	1	1
Bar equipment and supplies	Yes				
Ice bucket w/ lid	1	1	1	1	1
Luggage rack or bench	1	1	1	1	1
Telephone	1	1	1	1	1
Additional telephone located in master bedroom <i>Note: Recommended item</i>	yes				yes
Ironing board (full-size with cover and pad)	1	1	1	1	1
Steam iron	1	1	1	1	1
Bottle (labeled) w/ distilled water (for use in irons) <i>Note: Recommended item</i>	Yes	Yes	Yes	Yes	Yes
Coffee maker (2-4 cup capacity) <i>Note: A larger capacity coffee maker is required in the TLF unit (normal household style)</i>	1	1	1	1	1
Drip type coffee packets, to include: 1 regular, 1 decaf, tea, sugar, cream, stirrer, napkins	2 of each	2 of each	2 of each	2 of each for each guest	2 of each at check in only
Hot beverage cups, plastic wrapped drinking glasses	2 of each	2 of each	2 of each	2 of each for each guest	2 of each
Wooden or plastic pant and skirt hangers (minimum 4 skirt hangers in the required quantity)	10	10	10	10	14
Laundry bag, plastic	1	1	1	2	1

GENERAL REQUIREMENTS	ALL DV SUITES	VOQ/ VAQ E7 & ABOVE	VAQ E4-E6	VAQ E1-E4	TLF ONE BEDROOM
Guest information books will include: base and local maps, pen & paper, phone book, hours of operations for facilities, club calendar, telephone instructions & rates, location(s) of various equipment, base activity listing base food facilities, alarm clock/clock radio operating instructions, base brochure, bus schedule, laundry and dry-cleaning services, kennel information, chapel information, AF Form 3211 (customer comment card), room information (occupant & housekeeping responsibilities check out time, and service charge rates), television guide & channel listing base or local newspaper or base newsletter, jogging trail map or chart, SVS activities, local entertainment listing, "Do Not Disturb/Make up Room" sign, Maintenance Request Card	1	1	1	2	1
Bible	1	1	1	1	1
Vacuum cleaner, carpet sweeper, broom/dustpan, and mop					1 of each
Robe hook	1	1	1	1	1
Towel rod set includes: minimum 1 large and 1 small rod, space permitting	1 set	1 set	1 set	1 set	1 set
Exhaust fan (outside) (new construction/renovation)	Yes	Yes	Yes	Yes	Yes
Non-skid surface or mat in tub/shower area (each bathroom)	Yes	Yes	Yes	Yes	Yes
Privacy locks on doors	Yes	Yes	Yes	Yes	Yes
Shower curtain or glass enclosures	Yes	Yes	Yes	Yes	Yes
Night light <i>Note: Recommended item</i>	Yes	Yes	Yes	Yes	Yes

GENERAL REQUIREMENTS	ALL DV SUITES	VOQ/ VAQ E7 & ABOVE	VAQ E4-E6	VAQ E1-E4	TLF ONE BEDROOM
Ceramic tile floor, wall, and wainscoting (color coordinated)	Yes	Yes	Yes	Yes	Yes
Commode w/ solid circular seat lid (no open covers)	Yes	Yes	Yes	Yes	Yes
Full length mirror	1	1	1	1	1
Vanity, white or color coordinated (new construction/renovation)	1	1	1	1	1
Waste basket (each bathroom) w/ liner					
Toilet tissue, 2 ply, only quality commercial product Note: One in use and one for backup stored in vanity (each bathroom)	2	2	2	2	2
Facial tissue, quality commercial product	1 box	1 box	1 box	1 box	1 box
Cloth bath mat, color coordinated (each bathroom) Note: Recommend maintaining 2 additional mats for each bathroom for cleaning rotation and fair wear and tear	1	1	1	1	1
Towels/handtowels/washcloths, color coordinated/matched set consists of two bath towels (24" X 48" 10.5 lbs per doz.), two hand towels, two washcloths (each bathroom) Note: Recommend maintaining 2 additional sets for each bathroom for cleaning rotation, fair wear and tear and additional guests in Suites or VOQ/ VAQ (E4-E6)	1 set	1 set	1 set	2 sets	5 sets
Deodorant soap (1.25 oz) and facial soap (1.25 oz) Note: Only quality commercial product acceptable	1 of each	1 of each	1 of each	1 of each for each guest	1 of each
Larger bars of soap (2 to 3 oz) <i>Note: Recommended item</i>	Yes				

GENERAL REQUIREMENTS	ALL DV SUITES	VOQ/ VAQ E7 & ABOVE	VAQ E4-E6	VAQ E1-E4	TLF ONE BEDROOM
Hair dryer (portable or wall mounted) <i>Note: Recommended item</i>	Yes	Yes	Yes	Yes	Yes

**Table A3.2. Kitchenette Requirements.**

KITCHENETTE REQUIREMENTS	ALL DV SUITES	VOQ/ VAQ E7 & ABOVE	VAQ E4-E6	VAQ E1-E4	TLF ONE BED-ROOM
Electric can opener, electric hand mixer, oven mitt, sponge, cutting board, pizza pan and cutter, ladle, spatula, large stirring spoon, pot and pan set, cutting knife set, and regular oven cookware sets					1 of each item
Toaster	Yes				Yes
Microwave oven (each room/unit)	1	1	1	1	1
Microwave cookware sets Note: Required in room w/ microwave	Yes	Yes	Yes	Yes	Yes
Microwave safe silverware, plates, and cereal bowls (may be disposable) Note: Required in room w/ microwave	Service for 2	Service for 1	Service for 1	Service for 2	Service for 5
Dishwashing detergent (labeled), dish cloth, kitchen towel, and paper towels Note: Required in room w/ microwave	Yes	Yes	Yes	Yes	Yes
Regular coffee cups and drinking glasses	Service for 4	Optional	Optional	Optional	Service for 2 adults/3 children
Kitchen sink Note: Double sink required for TLF (new construction/renovation)	Optional	Optional	Optional	Optional	1
Automatic dishwashing machine w/ detergent					1
Kitchen range/stove (self-cleaning oven)	Optional				1
Dinette table or counter with chairs	If space permits				Service for 5

**Table A3.3. Lobby/Guest Reception Requirements.**

LOBBY/GUEST RECEPTION REQUIREMENTS	
Sensor operated doors (handicap access)	Yes
Reception counter	Yes
Minimum of 2 SIMS terminals	Yes
Ample sitting area	Yes
Restroom facilities, male and female (handicap access) Note: Must have sanitary seat cover dispenser	Yes
Public/house phones, DSN access	Yes
Free Fax service for official government use	Yes
Local area information, handouts or stand-alone information system	Yes
Courtesy coffee bar	Yes
Regular and decaf tea and hot chocolate <i>Note: Recommended item</i>	Yes
Resale items at the front desk: soft drinks (regular and diet), beer (regular and light) liquor miniatures (premium brands), juices (tomato, grapefruit, and orange), water, chips (small bags), candy/chocolate (four choices), hair brushes and combs, toothpaste, toothbrushes, feminine hygiene items, laundry detergent (small size), shampoo/conditioner (small size), ethnic hair/beauty aids, disposable razor, shaving cream, microwave dinners/entrees (two selections) Optional: Panty hose (various colors (i.e., brown, black, blue, and nude) one size fits all)	Items listed at left are minimum requirements. Each base may increase line items based on local demands
Luggage carts	Yes
Secure luggage storage area	Yes
Short term registration parking (handicap access)	Yes
Customer/baggage drop off area (handicap access)	Yes
Window treatment	Yes

**Attachment 4**

**IC 97-1 TO AFI 34-246, AIR FORCE LODGING PROGRAM**

**SUMMARY OF REVISIONS**

This interim change (IC) 97-1 provides guidance for managing Air Force lodging operations.

3.2. Eligible Personnel (Visiting Officers and Airmen Quarters and Commercial Lodging (CL)). **Table 4.2.** and **Table 4.3.** specify eligibility for on-base and CL. **Table 4.4.** lists personnel who qualify for Priority 1 and Priority 2 status. Lodging houses Priority 2 guests possessing proper credentials and desiring lodging for up to a 72-hour stay, space permitting. Installation commanders may establish a policy limiting the number of days a space available (Space-A) guest may stay in on-base lodging, up to 30 days annually.

3.3. Reservations. The lodging staff accepts reservations for Priority 1 travelers 24-hours a day, 7-days a week, on a first-come, first-serve basis without regard to rank or listing within Priority 1. Lodging will accept and confirm reservations for Priority 2 personnel 24-hours in advance of their arrival. Reservations may be confirmed for up to 72-hours (3-day stay), space permitting. Priority 1 customers will not "bump" Priority 2 customers with confirmed reservations, nor will they bump them once they have been assigned quarters for a specific period of time. Lodging should attempt to negotiate reduced rates for all customer segments under their CL agreements when on-base quarters are not available.

**Table 4.4.** Priority for Visiting Officer's Quarters (VOQ), Visiting Airmen's Quarters (VAQ), and Distinguished Visitor's Quarters (DVQ). Add Rule 36.

36	Senior Executive Service (SES) and their dependents on leave		X
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**Table 4.5.** Priority for Temporary Lodging Facility Assignment. Change Rule 5 to read:

5	outpatient of a civilian or military hospital if referred by Air Force hospital	X	
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## Attachment 5 (ADDED-AFSPC)

### AFSPC COMMAND LODGING FUND (CLF)

**Figure A5.1. Fund Sample.**

1. Program Objective: The CLF pulls excess cash from base lodging funds (BLF) and provides funding back to all lodging funds based on the need for furnishings, NAF expendable equipment, vehicles for housekeeping and maintenance, uniforms for housekeeping and maintenance personnel, etc.
2. General Guidance:
  - a. Base SVML and SVF will properly train personnel who work the CLF Program.
  - b. Base SVML and SVF must know the exact status of each CLF funded grant at all times.
  - c. Use only CLF funds to pay for approved CLF grants. CLF grants may include both capital (an item over \$1K with a useful life of more than two years) and expendable items.
3. The Budget Process: Base SVML prepares and prioritizes the five-year NAF Requirements Budget (NRB) and updates quarterly as required. Prioritize the first two years by quarter and the last three by year. The 31 December NRB is used to identify CLF grant requirements for possible funding in the next FY.
  - a. AFI 65-106, Chapter 6, Lodging Funding Matrix, and SAF/FMP memo dated 14 Mar 96, Lodging Fund Source Guidance, are used to determine whether items are NAF or APF funded.
  - b. The NRB is presented to the base NAF Council, who recommends approval to the Installation Commander.
  - c. After the Installation Commander approves your NRB, forward a copy to HQ AFSPC/SVXF to arrive no later than 1 February, each year.
  - d. Requirements under \$1K may be identified for local funding, however, will not be used to circumvent the CLF program or piecemeal purchases.
4. The CLF Grant Program approval process--the HQ AFSPC/SVX staff:
  - a. Reviews and validates base NRBs.
  - b. Racks and stacks requirements.
  - c. Recommends funding based on projected cash available in the CLF.

d. Presents the next fiscal year CLF Grant Program to the March AFSPC NAFs Council who recommend approval/disapproval to AFSPC/CC.

5. The CLF Grant Implementation/Completion Phase:

a. After AFSPC/CC approves, HQ AFSPC/SVPA assigns a CLF Grant number to each approved grant and sends a letter of authority to obligate CLF funds (Attachment 1). Expendable supply grants (items under \$1,000 each) have a "S" suffix, for example 96-007S. Prominently display this number on all documents relating to each specific grant; it helps all base and command personnel track grants.

b. Some grants require interior design assistance. HQ AFSPC/SVXF and SVPS will work these grants through HQ AFSPC/SVXC to HQ AFSPC/CECI for design assistance or require A&E design.

c. HQ AFSPC/SVXF informs the Lodging Managers of the design schedule.

d. HQ AFSPC/CECI works directly with the Base Lodging Managers and/or Base Interior Designer during the design phase of their grants.

e. All grants are for specific requirements and are not to be transferred to other grants or requirements unless specifically approved by HQ AFSPC/SVXF.

f. The base will forward their SVML/SVF coordinated Quarterly Status Report (This reporting requirement is licensed under RCS: AFSPC-FM 9201) to HQ AFSPC/SVPS not later than the fifth working day following the end of the quarter (example at Attachment 2).

g. When grants are complete and all bills paid, the base will notify HQ AFSPC/SVPS to deobligate any remaining funds in the grant.

6. Miscellaneous CLF Grants:

a. Emergency requirements may be requested out of cycle if approved by the Installation Commander. The base must provide full justification of the emergency requirement. An out-of-session request will be forwarded to all NAF Council members to consider and recommend approval/disapproval.

b. Operational Grants: Occasionally a base may need an operational grant to sustain operations.

(1) The base SVF determines if an operational grant is necessary and notifies SVML and SVS/CC/SV/SVM. SVF prepares a memo requesting an operational grant, and a cash flow forecast which includes cash on hand, and estimated receipts and disbursements for the next 30 days.

(2) The Installation Commander signs the memo addressed to HQ AFSPC/SV for coordination and approval.

(3) When approved, HQ AFSPC/SVPS transfers funds to the base to meet operational costs. Operational grants do not require an assigned number. See paragraph 9b for the accounting entry.

c. Base SVML budgets for and funds day-to-day requirements such as guest amenities and supplies, resaleable merchandise, personnel costs, maintenance of NAF owned property, replacement of back-up property, used to replace unrepairable property, etc.

7. Tracking CLF Grants:

a. Bases should keep their tracking system simple.

b. Prepare a “checkbook” for each grant.

c. As funds are obligated, annotate the “checkbook” and keep a running total of the balance remaining for each grant.

d. On the date merchandise is received, base SVML prepares a receiving report and forwards it to the base SVF.

e. The base SVF receives the receiving report and requests funds from HQ AFSPC/SVPS to pay the amount on the receiving report. Requests should be datafaxed to SVPS with a copy of the signed receiving report and invoices. Request funds without considering the Base Lodging Fund’s (BLF) cash flow position.

f. The base SVF will provide copies of all documents supporting the balance in GLAC 273 at the end of each quarter. Forward copies to HQ AFSPC/SVPS, NLT the 12<sup>th</sup> day of the month after each quarter.

8. The Accounting Process:

a. The Installation Commander approves the NRB in the NAFs Council Minutes.

b. The base SVF prepares a Journal Voucher (JV) entry reserving prior year fund equity for the capital requirements and identifying the proposed share of the AFSPC CLF:

Accounting Entry by General Ledger Account Code (GLAC)

277 - Capital Requirements Total	Credit
280 - Reserved Equity - Expendable Items	Credit
278 - Capital Requirements - MAJCOM Funded	Debit
290 - Fund Equity - Prior Year	Debit

c. The base SVF and SVML receive the Grant Obligation Authority Memo.

(1) If Obligation Authority is different from amount budgeted the base SVF prepares a JV to reverse the original entry:

277 - Capital Requirements Total	Debit
280 - Reserved Equity - Expendable Items	Debit
278 - Capital Requirements - MAJCOM Funded	Credit
290 - Fund Equity - Prior Year	Credit

(2) Establish new Obligation Authority with following JV entry:

277 - Capital Requirements Total	Credit
280 - Reserved Equity - Expendable Items	Credit
278 - Capital Requirements - MAJCOM Funded	Debit
290 - Fund Equity - Prior Year	Debit

(3) If Obligation Authority does not change adjusting entries are not required.

d. The base SVF orders the approved fixed assets or expendable supplies and establishes and adjusts the reserved equity accounts:

Accounting Entry by GLAC:

273 - Outstanding Orders Total	Credit
274 - Outstanding Orders - MAJCOM Funded	Debit
277 - Capital Requirements Total	Debit
278 - Capital Requirements - MAJCOM Funded	Credit

e. The base receives ordered fixed assets or expendable supplies. SVF establishes Accounts Payable, records asset on property records, expenses supplies used immediately or updates prepaid accounts. SVF also establishes MAJCOM Receivable and adjusts reserved equity accounts:

Accounting Entry by GLAC (use only those applicable):

181 - Fixed Asset - Furniture and Equipment	Debit
185 - Construction in Progress	Debit
186 - Facilities and Improvements - NAF	Debit
720 - Supply Expense	Debit
130 - Prepaid Expense	Debit
194 - Prepaid Expenses - Long Term	Debit
171 - Quantity Expendable (Bulk) Equipment Items	Debit
2011 - Accounts Payable - CLF Purchases	Credit
114 - MAJCOM/AF Receivable	Debit
287 - Transferred Equity	Credit

273 - Outstanding Orders - Total	Debit
274 - Outstanding Orders - MAJCOM Funded	Credit
290 - Fund Equity - Prior Year	Credit

f. The base SVF receives the dollar transfer for the approved purchase through the Cash Management and Investment Program (CMIP). The Base SVF prepares a JV to record the receipt of cash and reduces the MAJCOM receivable:

Accounting Entry by GLAC:

101 - Cash-in-bank - Checking	Debit
114 - MAJCOM Receivable	Credit

g. The excess cash formula (Attachment 3) is designed to take local operating conditions into consideration. Cash draws will be made o/a the 25<sup>th</sup> of each month based on the prior months financial statements. The cash draw will be accomplished after HQ AFSPC/SVPS confirms with the base SVF that the base will be left with sufficient cash to meet operating requirements. When the base SVF receives notification through the CMIP report that HQ AFSPC/SVPS has withdrawn the excess cash from the Lodging Fund a JV is prepared to record the transfer:

Accounting Entry by GLAC:

287 - Transferred Equity	Debit
101 - Cash-in-Bank - Checking	Credit

h. The Installation Commander submits request for operational cash to meet current cash requirements. When the Base SVF receives notification through the CMIP report that HQ AFSPC/SVPS deposited the required cash a JV is prepared to record the transfer:

Accounting Entry by GLAC:

101 - Cash-in-Bank - Checking	Debit
287 - Transferred Equity	Credit

9. Financial Management Goals with a Lodging Metric to assess financial conditions are at Attachment 4.

4 Attachments:

1. Sample Memo, Authority to Obligate CLF
2. CLF Grant Quarterly Status Report
3. Excess Cash Formula
4. Lodging Financial Management Goals & Metric

MEMORANDUM FOR 30 SVS/SVML/SVF

FROM: HQ AFSPC/SVPS  
150 Vandenberg Street, Suite 1105  
Peterson AFB CO 80914-4210

SUBJECT: Authority to Obligate HQ AFSPC Command Lodging Funds (CLF)

1. CLFs are authorized for the following lodging requirements:

<u>SVF Project Amount Number</u>	<u>Grant Description</u>	<u>Approved (Includes T&amp;C)</u>
96-005S	Replace TVs, VOQ	\$10,000
96-006S	Replace Expendable Bulk Equipment Items (Irons, Clock Radios, Ironing Boards, etc.), VOQ, VAQ, TLF	\$15,500
96-007S	Replace Carpet, Bldg 0004, VOQ	\$109,900
96-008	Vehicle for Housekeeping (new acquisition)	\$25,000

2. Funds are to be obligated within 90 days and the grant project completed within 12 months from the date of this letter. An extension of the time limit requires valid justification such as interior design not completed. Unless a waiver is granted, the funds authorization will be withdrawn.

ALICE S. MUSICK  
Financial Management Specialist

cc:  
HQ AFSPC/SVXF

AFSPC COMMAND LODGING FUND  
BALANCE SHEET EXCESS CASH FORMULA  
MONTH ENDING \_\_\_\_\_

INSTALLATION \_\_\_\_\_ BALANCE SHEET DATE \_\_\_\_\_

CMIP ACCOUNT NO. \_\_\_\_\_

- |   |         |
|---|---------|
| 1. CASH IN BANK (GLAC 101-110)  | _____   |
| 2. ACCOUNTS PAYABLE (GLAC 201)<br>(DO NOT INCLUDE AFSPC FUNDED GLAC 2011) | - _____ |
| 3. WAGES AND BENEFITS PAYABLE (GLAC 202-225 less<br>GLAC 215)             | - _____ |
| 4. AVERAGE MONTHLY PAYROLL EXPENSE (GLAC 701-715) -                       | _____   |
| 5. AIR FORCE ASSESSMENT PAYABLE (GLAC 908)                                | - _____ |
| 6. ADJUSTED RESERVED EQUITY:  | - _____ |
| a. OUTSTANDING ORDERS (GLAC 273)  | _____   |
| b. AFSPC FUNDED OUTSTANDING<br>ORDERS (GLAC 274)                          | - _____ |
| f. ADJUSTED OUTSTANDING ORDERS<br>(TRANSFER TO LINE 6.)                   | _____   |
| 7. EXCESS CASH (LINE 1 MINUS LINES 2-6)                                   | = _____ |

The amount shown on line 7 will be withdrawn from your Base Lodging CMIP account on \_\_\_\_\_ unless you advise of cash requirements not considered in the excess cash formula used above. Please contact Ms Donna Blake, HQ AFSPC/SVPP, DSN 692-2626, by COB \_\_\_\_\_.

ALICE S. MUSICK  
Financial Management Supervisor



## **LODGING FINANCIAL MANAGEMENT**

1. The lodging Financial Management goals are:
  - a. Breakeven (adding back all depreciation)
  - b. Acid Test ratio of 1:1
2. Instructions for determining the financial stability of a Lodging Fund and the level of involvement Command and MAJCOM are found in the
3. MAJCOM involvement is required when the BLF fails to meet the standards for two quarters. The Lodging manager, in coordination with the RMFC, prepares an Initial explaining the causes and corrective actions and coordinates through the Installation Commander to arrive at HQ AFSPC/SVPS not later than the 12th calendar day of the month following the reported.
4. HQ USAF/ILV involvement is required when the BLF fails to meet the standards for a rolling month period and the current quarter. The Lodging manager, in coordination with the RMFC, an Initial Assessment to arrive at HQ AFSPC/SVPS no later than the 12th calendar day of the following the quarter reported. They will also prepare an Action Plan to include a proforma statement to arrive at HQ AFSPC/SVPS over the Wing Commander's signature not later than 45 days after the quarter reported. At this time, MAJCOM will advise HQ AFSVA of the proposed action.