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Lodging

**LODGING OF UNITED STATES AIR FORCE
RESERVE PERSONNEL AT KEESLER AFB**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 34-6, *Air Force Lodging* and Air Force Instruction (AFI) 34-246, *Air Force Lodging Program*. It provides guidance and procedures for host base lodging of Reserve members. This instruction applies to all 403d Wing personnel lodged at Keesler Air Force Base, Mississippi.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed. Changes in paragraph **1.** clarifies the Lodging Reservation Procedures. Paragraph **2.** adds new information on the UTA Shuttle Rider process. Paragraph **3.** changes the authorized commuting distance to 50 miles. Paragraph **4.** clarifies the payment of lodging expenses. Paragraph **5.** adds information on lodging quality standards and seasonal necessity to double occupy off-base hotel rooms. Paragraph **6.** changes the check out time to 1100. Paragraph **7.** adds information on the “no show” policy. The previous Attachment 1 which listed zip codes within commuting distance was deleted.

1. Lodging Reservation Procedures. During each scheduled Unit Training Assembly (UTA), reserve members authorized lodging will identify the number of nights required for their next UTA by signing the lodging request listing managed by their Unit Lodging Monitor. No later than 1200 on the Monday following the UTA, the Unit Lodging Monitor will forward the unit’s lodging request listing to the 403d Services Flight. The 403 SVF will provide Keesler Inns a list that identifies reserve members who will require lodging for the next UTA. It is the member’s responsibility to coordinate any reservation changes through their Unit Lodging Monitor.

2. Additional UTA Shuttle Rider Procedure. The 403 OG currently provides a UTA shuttle that transports 403d Wing personnel from certain cities via assigned aircraft. Shuttle riders will sign the lodging request rosters and identify themselves as a “shuttle rider.” Shuttle riders will be checked in prior to

arrival at Keesler AFB based upon names entered on manifests at the departing locations. Since they usually have no immediate access to individual ground transportation at Keesler AFB, shuttle riders will have priority for on-base lodging. If no accommodations are available on base, all shuttle riders will be lodged at the same hotel, if possible, and provided government ground transportation to perform the UTA.

3. Authorized Commuting Distance. For lodging purposes, the commuting distance is set at 50 miles or one hour driving time. Exceptions to this list may be allowed based on an emergency, adverse weather conditions, or military necessity as approved by unit commanders. However, travel pay is not applicable.

4. Lodging Expenses. Lodging for any type of **inactive** duty (RMPs, UTAs, and AFTPs) at Keesler AFB will be paid by the 403d Wing. Lodging expenses for any type of **inactive duty away** from Keesler AFB will be paid by member and submitted via travel voucher for reimbursement. Lodging expenses for any **active duty** (MPA, RPA, and Annual Tour), **regardless of location**, will be paid by the member and submitted via travel voucher for reimbursement. Any late check out, sundry, and phone charges will be at the member's expense.

5. Lodging Room Standards. Due to limited space at Keesler AFB and in contract quarters, members in grades E1-E6 may be required to share accommodations for UTAs. AFI 34-246, *Air Force Lodging Program*, authorizes double occupancy for E1-E4s. The 403d Wing has been granted a waiver by HQ AFRC/SV to double-up E5-E6s during the peak tourist period of May – Sep. Shared accommodations for aircrew will be consistent with the provisions of AFI 24-246 and only if no other options exist.

6. Checkout. Check out time is 1100 hours on the last duty day. Any late fees are the member's responsibility and are not reimbursable.

7. Reservation No Shows. “No shows” will not be tolerated. Any room that is reserved but not checked into generates a cancellation fee that is charged to the wing's Operation & Maintenance lodging funds. Since this is a waste of government resources, commanders have various tools available to manage the “no shows” and the resulting expenses. These tools range from verbal and written counseling to letters of reprimand and UCMJ actions. A commander's decision to deny government paid lodging for repeat offenders for periods of a month or more will be supported in the 403d Wing. “No show” expenses will be taken out of each unit's O&M funds to replenish the wing's lodging funds account.

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Commander