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Services

LODGING PROCEDURES

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This instruction implements Air Force Policy Directive (AFPD) 34-6, *Air Force Lodging*. It provides specific guidance for establishing Unit Training Assembly (UTA) lodging requirements, establishes procedures and assigns responsibilities to 439th Airlift Wing Units and individual reservists assigned to Westover ARB. It applies to all units assigned or attached to Westover ARB.

1. General. Reserve components are authorized to pay (or reimburse) lodging for their member's in an inactive duty for training (IDT) status only when government-controlled quarters (i.e., on-base lodging or off-base contract commercial lodging) are provided. Government lodging is authorized only for Air Reserve Component members whose normal residence is located outside the designated lodging commuting distance as defined by AFI 34-246, *Air Force Lodging Program*, Attachment 4.

2. Guidelines. It is the goal of the 439 Airlift Wing at Westover to provide quality lodging facilities and service, while keeping official travel costs at a minimum.

2.1. On-base lodging will be utilized to the maximum extent possible prior to granting guests commercial contract quarters.

2.2. Pets are not authorized in any lodging facilities. (For a list of local kennels, contact the front desk).

2.3. Westover ARB offers UTA lodging for Reserve members only. Lodging is not equipped for spouses and family members accompanying the reservist, since some buildings afford only a shared bath or shared living arrangement. Therefore, spouses and family members accompanying reservists are highly discouraged and may result in the reserve member seeking off base lodging at their own expense.

2.4. Check-out time is 0700 hours on Sunday of each UTA.

- 2.5. Room assignments are established on a first come/first served basis. Once assigned a room, members may not be moved to another room or building for convenience.
- 2.6. The Installation Commander reserves the right to refuse service to any guest for cause.
- 2.7. If a reservation is not made, there is no guarantee of a room, and the member may be forced into a shared bath or shared living arrangement.
- 2.8. Military identification cards are required at check-in.
- 2.9. Lodging privileges will be suspended after three “no-shows” are recorded in one calendar year.

3. Responsibilities.

- 3.1. 439 AW Unit Commanders. Commanders will establish and enforce a no-show policy to eliminate the expenditure of funds for unused rooms and to maintain maximum utilization of quarters.
- 3.2. 439 AW Unit First Sergeants.
 - 3.2.1. Assist the commander in enforcing the Wing’s lodging procedures and, as such, counsel unit members for each instance they fail to show and do not cancel their lodging reservation. After the third recorded instance in any fiscal year, the First Sergeant will suspend the individual’s lodging privilege for a period of six months.
 - 3.2.2. Establish control roster to track unit “no-shows”.
 - 3.2.3. On a rotating basis with other First Sergeants, assists lodging front desk personnel with peak check-in periods established as Friday evening of each UTA between the hours of 1700-2200.
- 3.3. Unit Lodging Representative. The unit lodging representative is appointed by the Unit Commander and represents the unit on all lodging issues. This individual is normally available on a “full-time” basis and is the focal point for the 439 AW Lodging Manager.
- 3.4. 439 AW Lodging Manager.
 - 3.4.1. Works with individual unit lodging representatives to establish the wing’s monthly UTA lodging requirement.
 - 3.4.2. Establishes UTA lodging reservations for both on-base lodging and with contract commercial lodging establishments.
- 3.5. Military members of the 439 Airlift Wing (eligible to receive UTA lodging).
 - 3.5.1. Coordinate with the unit lodging representative to establish or cancel lodging requirements. The lodging management staff will provide a cancellation number which should be recorded by the unit lodging representative for future reference, if necessary.
 - 3.5.2. Once the lodging reservation has been established with lodging, individuals are personally responsible for the cancellation of that requirement. Failure to do so may result in the cancellation of lodging privileges.
 - 3.5.3. Are personally responsible for hotel costs incurred as the result of damage caused by their individual negligence, or their non-payment of charges for received meals and/or beverages, or their non-payment of personal telephone charges.

3.6. Military Personnel Flight. The Military Personnel Flight will provide printed instructions to newcomers giving the telephone number of the lodging front desk (413) 557-2700, along with eligibility criteria and directions prior to Wednesday before the UTA.

4. Procedures.

4.1. Each unit at Westover appoints in writing a primary and alternate unit lodging official to serve as the representative for their unit's lodging needs. The unit lodging representative is responsible for working all wing or unit lodging requirements with the Westover lodging staff.

4.2. Within five work days after the UTA, the unit lodging official provides a list of squadron personnel requiring lodging for the next scheduled UTA.

4.3. Upon receipt of this information, and no more than five work days later, lodging inputs names and obtains commercial lodging.

4.4. Three days prior to the scheduled UTA, the unit lodging representative updates the list (revalidate), in writing, with any changes that may have occurred. Changes that occur after this notification will be worked on a case-by-case basis with the lodging front desk staff.

4.5. In emergencies, the member is responsible for canceling UTA lodging reservations prior to 1800 on Friday before the UTA. The member must call the lodging office at (413) 557-2700 to cancel these reservations. The Flyer's Inn management staff will provide a cancellation number which should be recorded by the member for future reference, if necessary.

4.6. Only the Flyer's Inn management staff may contact the hotel to make additions to the commercial lodging requirement once the reservation has been established.

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Commander