

315 AW Lodging Program Guide

Introduction

This guide establishes the Lodging Program for USAF reserve members assigned to the 315th Airlift Wing (AW). Specifically, it outlines procedures for reserving, occupying, canceling and paying for lodging while in an Inactive Duty for Training (IDT) status.

OPR: 315 FSS/FSV

References: AFI 34-135, *Air Force Lodging Program*

Target Audiences: Members of the 315 AW, Joint Base Charleston, SC

Approved By: _____
GREGORY S. GILMOUR, Colonel, USAF
Commander, 315 AW

Section 1– General Information

1. General Information

1.1. Unit paid lodging or reimbursement for lodging expenses is authorized for members who reside outside the designated lodging commuting distance of the installation (50 mile radius per AFI 34-135).

1.1.1 315 AW members authorized unit-paid lodging are required to make advance lodging reservations in accordance with 315 AW lodging procedures. The unit will not pay for lodging for members who fail to comply with these procedures.

1.1.2 The cutoff period to secure unit-paid lodging is spelled out in Section 2 of this guide. Any member not meeting the cutoff date/time specified will be considered a Walk-In (per AFI34-135 para A2.5) and the unit will not pay for lodging. 315 AW members can make UTA lodging via ALRS up to 3 months in advance. Members who wait until the cutoff assume the risk of having all local accommodations full or being sent to hotels of lower desirability/location. Only a Group Lodging Monitor (GLM) or the Wing Lodging Monitor (WLM), 315 FSS/FSV, are authorized to commit unit funds for a hotel reservation.

1.1.3 315 AW will maintain maximum utilization of on-base quarters (AFI34-135 A2.7). Generally there are more requests to stay on-base than there are on-base rooms available. However, if there are vacant on-base rooms at the established cutoff date/time, these rooms will be filled with members still needing a reservation.

1.2 Unit paid lodging or reimbursement for lodging expenses is not authorized for members who reside inside the designated lodging commuting distance of the installation (50 mi radius).

1.2.1 Exceptions to item 1.2 for reasons of safety or mission accomplishment require unit and

group commander written approval via an Authorization for Special Lodging Entitlement letter (Attachment 2).

1.2.2 Approved Authorization for Special Lodging Entitlement letters must be provided to the WLM at 315.aw.alrs.1@us.af.mil NLT 7-days prior to arrival.

1.2.3 All email correspondence to the WLM should be sent to the following email address: 315.aw.alrs.1@us.af.mil

Section 2 – Lodging Procedures

2. Lodging Procedures

2.1 Members in IDT status (UTAs, RUTAs, Equivalent Training (ET), and Additional Flying Training Periods (AFTP) are authorized unit paid lodging in on-base quarters or in approved hotels only (see list at

https://eim.amc.af.mil/org/315fss/SVF/_layouts/xlviewer.aspx?id=/org/315fss/SVF/Wg%20Lodging%20Program/315%20ALRS%20Direct%20Bill%20Hotel%20Listing-Aug%202016.xlsx&Source=https%3A%2F%2Feim%2Eamc%2Eaf%2Emil%2Forg%2F315fss%2FSVF%2FWg%2520Lodging%2520Program%2FForms%2FAllItems%2Easpx&DefaultItemOpen=1).

2.1.1. The list of approved hotels and their contact information is posted on the FSS EIM site. If a member is not able to access the information on the FSS EIM site, email the WLM at 315.aw.alrs.1@us.af.mil.

2.2. **Lodging reservation procedures for wing scheduled UTAs.** The member is responsible for making their own lodging. Each member must reserve, change, and cancel their reservations via the Automated Lodging Reservation System (ALRS), 1-843-963-7661.

2.2.1 UTA Weekend: Reservations must be made in ALRS prior to the cutoff (1200 hrs Wednesday prior to UTA weekend). Members that fail to make lodging reservations in advance (by the cutoff) are not in compliance and are not authorized unit-paid lodging. Unit Commanders or a designated senior ART may authorize an exception to policy based on mission needs via written correspondence (i.e. email). If an exception to policy is approved, written correspondence from the Unit Commander will be provided to the respective GLM who will procure unit paid lodging.

2.2.2 If the member encounters problems with ALRS or if there are no rooms available in ALRS, the member should contact their ULM for assistance.

2.2.3 The member is responsible for making any cancellations via ALRS. Cancellations should be completed in ALRS NLT 1200 hrs the Wednesday prior to the scheduled UTA weekend. For cancellations after this cutoff the member needs to contact the hotel directly prior to 1800 hrs on the day of arrival in order to avoid charges. The member should also inform their ULM of the last minute cancellation. ULMs will inform the WLM in order to ensure accurate accounting on

lodging expenditures.

2.2.4 If a member's reserved room is not used or cancelled, the member is considered a no-show. The 315 AW/CC and all group commanders will be informed on all no-shows by the Friday following UTA weekend. The authority to excuse a no-show will be at the Group Commander-level. Offences will be cumulative for any 12-month period. An unexcused no-show may result in disciplinary action at the unit commander's discretion. In addition, a member's unit funded lodging will be restricted as follows:

2.2.4.1 First offense: Member will be notified that with the next offense, their lodging privileges will be suspended for 3 months.

2.2.4.2 Second Offense: Member's lodging privileges will be suspended for 3 months.

2.2.4.3 Third Offense: Member's lodging privileges will be revoked.

2.2.5. Late check outs are not authorized. Rooms must be vacated by the scheduled time set at the lodging location. Any member not vacating their room in a timely manner will be held financially responsible for any extra room charge.

2.3 Lodging reservation procedures for wing scheduled UTAs combined with ADT. The member will reserve their scheduled UTA lodging IAW 2.2 – 2.2.5 of this guide. This portion of lodging will be unit-paid. The member will self-procure lodging for their ADT (i.e. STP, AT, RPA, MPA, etc) per the current RTS or DTS process. The member will pay for ADT lodging with their GTC and file for reimbursement on their voucher.

2.3.1. (Example) If a member is attending UTA from 9-10 Jul (check in 8 Jul/check out 10 Jul) and will be performing annual tour from 11 Jul – 15 Jul, the member will reserve unit-funded lodging IAW para 2.2 -2.2.5 of this guide for the UTA but reserve their AT lodging for 11-15 Jul (check in 10 Jul/check out 15 Jul) by calling the hotel directly. The member may reserve their 10-15 Jul AT lodging at the same hotel as their UTA lodging to avoid checking out of one hotel and into another the same day (10 Jul).

2.4 Lodging reservation procedures for re-scheduled UTAs (RUTAs). The Member will contact their ULM who will coordinate RUTA lodging requirements with their respective GLM via written correspondence (i.e. email). Unit Commanders or their designated representative (senior ART) may authorize an exception to policy based on mission needs. If an exception to policy is authorized, written correspondence (i.e. email) will be provided to the GLM. The GLM will make hotel reservations.

2.5 Lodging reservation procedures for re-scheduled UTAs (RUTAs) combined with ADT. The member will reserve their rescheduled UTA lodging IAW 2.4 of this guide. This portion of lodging will be unit-paid. The member will self-procure lodging for their ADT per the current RTS or DTS process. The member will pay for ADT lodging with their GTC and file for reimbursement on their voucher.

2.5.1. (Example) If a member rescheduled their UTA for 9-10 Jul (check in 8 Jul/check out 10 Jul) and will be performing annual tour from 11 Jul – 15 Jul, the member will reserve unit-funded lodging IAW para 2.4 of this guide for the RUTA but reserve their AT lodging for 11-15 Jul (check in 10 Jul/check out 15 Jul) by calling the hotel directly. The member may reserve their 10-15 Jul AT lodging at the same hotel as their RUTA lodging to avoid checking out of one hotel and into another the same day (10 Jul).

2.6 Members on AFTP status will be provided quarters only when required for crew rest, show times prior to 0600L, or for safety reasons as determined by the 315th Operations Group Commander. An *Exception to Lodging Entitlement Letter* is required to be on-file for those within commuting distance.

Section 3 -- Payment

3. Payment

3.1. The 315 AW pays the lodging cost for members on UTA status using the basic, single member rate for on-base quarters or BPA hotels off-base.

3.1.1 The WLM (315 FSS/FSV) receives all invoices for unit paid lodging scheduled via ALRS and will reconcile any discrepancies with the ULM and GLM.

3.1.2 Once reconciled, lodging invoices for both on-base and off- base will be paid within 20 days of the invoice receipt.

3.1.3 GLMs receive all invoices for unit paid lodging scheduled as a RUTA, AFTP or exception to policy. GLMs will reconcile any discrepancies with ULMs. Once reconciled, lodging invoices for both on-base and off- base will be paid within 20 days of the invoice receipt.

3.2 Members in ADT status pay for their lodging expenses with their GTC and claim reimbursement through their travel voucher.

3.3 Members performing a combined tour (ie: UTA combined with ADT). 315 AW will pay lodging costs during UTA status via direct bill. The member will cover lodging costs during ADT status with their GTC and claim reimbursement through their travel voucher.

3.4 If a member brings a guest or guests, he or she will be required to pay any additional amount charged for their guest(s). The AF does not cover additional lodging charges for guests.

3.5 The member is responsible for any incidental charges incurred such as beverages, movies, phone use, etc.

Section 4 – Roles and Responsibilities

4. Roles and Responsibilities

4.1 Wing Lodging Monitor (WLM):

- 4.1.1 Chief liaison between the 628 Lodging Office (628 FSS) and the 315 AW.
- 4.1.2 Coordinates the 315 AW lodging reservations with both the host base lodging office and contract lodging facilities.
- 4.1.3 Oversees, monitors and maintains the Automated Lodging Reservation System.
- 4.1.4 Obtains a copy of on-base and off-base lodging bills scheduled via ALRS and will reconcile any discrepancies with ULMs and GLMs. Reconciles lodging invoices with ULMs and processes payments within 20 days of invoice receipt.
- 4.1.5. Enters authorized payment data into the GPC Transactions Log and updates the Lodging Accounts Payable spread sheet.
- 4.1.6. Identifies billing errors and presents them to the 628 Force Support Services Lodging Office or hotels involved. Tracks these discrepancies to resolution.
- 4.1.7 Monitors the lodging program and submits no-shows to the Wg/CC NLT COB the Friday following the UTA, and total cost expenditure data to the 315 FSS/CC or FSO and the 315 FM offices as required.
- 4.1.8. Ensures that all ULMs and GLMs are properly trained on wing lodging procedures.
- 4.1.9 Ensures 315 AW lodging procedures are briefed by a qualified POC at wing Newcomers Orientation.
- 4.1.10 Provides ULMs with an ALRS authorized lodging roster quarterly for audit.
- 4.1.11 Provides ULMs a pre-UTA ALRS lodging reservation listing by posting it on the FSS EIM site NLT the Thursday morning prior to the UTA (see list at <https://eim.amc.af.mil/org/315fss/SVF/layouts/xlviewer.aspx?id=/org/315fss/SVF/Wg%20Lodging%20Program/315%20ALRS%20Direct%20Bill%20Hotel%20Listing-Aug%202016.xlsx&Source=https%3A%2F%2Feim%2Eamc%2Eaf%2Emil%2Forg%2F315fss%2FSVF%2FWg%2520Lodging%2520Program%2FForms%2FAllItems%2Easpx&DefaultItemOpen=1>).
- 4.1.12 Provides local hotels a final reservation listing the Wednesday prior to the UTA. Releases unused lodging inventory back to local hotels NLT COB Wednesday prior to the UTA.
- 4.1.13 Provides ULM with post UTA reservation lists NLT 2 days after the UTA (COB on the Tuesday after the UTA). ULMs will validate /certify that all members on the list were

authorized lodging, sign the listing, and return to WLM within 2 days of receipt (NLT COB on the Thursday after the UTA) to allow the WLM time to prepare the no-show report.

4.2 Group Commanders

4.2.1 Identify a primary and secondary GLM for their group and forward to the WLM

4.2.2 Ensure the ULMs and GLMs follow the instructions set forth in this document.

4.2.3 Enforce no-show and cutoff policies

4.3 Group Lodging Monitors

4.3.1 Reserve on- and off-base lodging for RUTAs, AFTPs and/or any exception to policy requests

4.3.2 Obtains a copy of on- and off-base lodging bills and supporting documentation for all reservations made on their GPC. Reconciles lodging invoices with ULMs and processes payments within 20 days of invoice receipt.

4.3.3. Enters authorized payment data into the GPC Transactions Log and updates the Lodging Accounts Payable spread sheet.

4.3.4. Identifies billing errors and presents them to the 628 Force Support Services Lodging Office or hotels involved. Tracks these discrepancies to resolution.

4.4 Unit Commanders:

4.4.1 Responsible for unit lodging and providing oversight and unit-specific guidance to the ULMs and unit members.

4.4.2 Appoints a primary and alternate ULM (one of which must be an ART or civilian) and forward to the WLM.

4.4.3. Ensure the ULM follows the instructions set forth in this document.

4.4.4. Ensure unit members are aware of lodging entitlements and requirements (no-show and cutoff policies) via roll calls and Commander Calls.

4.4.5. Enforce no-show and cutoff policies. Takes administrative action as required.

4.5 Unit Lodging Monitors

4.5.1 Establish and maintain the unit lodging program. Maintain a unit lodging binder to include appointment letter, this guide, ALRS authorization list, lodging forms, no-show and exception to policy lists for the past 12 months.

4.5.2 Ensure the unit's lodging roster in the ALRS is up-to-date. The ULM will audit the ALRS authorized lodging roster quarterly and provide any changes to name, rank, and lodging eligibility to the WLM.

4.5.3 Validate new unit members' authorization for lodging and forward the new member's information (name, rank, and phone #) to the WLM for addition into ALRS.

4.5.4 Track lodging no-shows and identify repeat offenders to the unit commander and the WLM.

4.5.5 Track members requiring exception to policy for missing cutoff deadlines and identify repeat offenders to the unit commander and the WLM.

4.5.6 Notify the WLM when a member is no longer authorized lodging.

4.5.7 Ensure all unit members are aware of lodging procedures. Assist members with lodging related questions.

4.5.8 Work with the WLM to resolve lodging issues and discrepancies.

4.5.9 Validate UTA reservation lists. ULMs will validate/certify that all members on the list were authorized lodging, sign the listing, and return to WLM NLT COB on the Thursday after the UTA to allow the WLM time to prepare the no-show report.

4.6 Unit Members:

4.6.1 Follow lodging procedures as outlined in this instruction. Verify lodging eligibility with their ULM.

4.6.2 Members who do not follow prescribed lodging procedures: fail to make advance reservations, fail to show, or otherwise disregard these directives may face disciplinary actions.

4.6.3. Unit members who need to review, cancel, or change lodging reservations for UTA weekend can do so via ALRS upto the cutoff time of 1200 hours the Wednesday prior to UTA weekend. After the cutoff, members should cancel their reservation by contacting the hotel directly prior to 1800 hours the day of arrival and notify their ULM of the cancelation. Member should call ALRS or their ULM to confirm hotel reservations. Do not contact the WLM.

4.6.4 Unit members who need to review, cancel, or change lodging reservations for RUTAs or AFTPs should contact the hotel directly prior to 1800 hours the day of arrival and notify their ULM of the cancelation.

4.6.5 Self-pay for any additional charges incurred (phone calls, room service, etc). GTC use is not authorized during IDT status.

4.6.6 If a member has comments (positive or negative) about any aspect of on-base services rendered during the lodging process, he/she should immediately contact the 628th Force Support Services Lodging Front Desk. For off-base lodging, he/she should contact their ULM. If a problem is not resolved to their satisfaction, the member should provide written documentation to their ULM and First Sergeant on an AF Form 3211. Once received, the ULM will forward the AF Form 3211 to the WLMonitor and/or 315 FSS/CC who, in turn, will contact the 628 FSS Services Lodging Manager for resolution.

Attachment 1 – Glossary

Attch 1. Abbreviations and Acronyms

AF Form 3211: Customer Comments form concerning lodging

AFTP: Additional Flying Training Periods; Inactive duty training periods of 4 hours authorized for aircrew only.

ALRS: Automated Lodging Reservation System. The toll free lodging reservation telephone system used for making, changing, and canceling UTA room reservations

BPA: Blanket Purchase Agreement

GLM (GLM): An individual appointed by each Group Commander. This member will have a GPC card on the wing lodging account and be authorized to secure and pay for direct-bill lodging.

IDT: Inactive Duty Training.

Lodging Roster: Automated Lodging Reservation System report also referred to as the Airman's Table, available upon request from the Wing Lodging POC; utilized by ULMs to identify and update lodging requirements.

No-Shows: Unit members who failed to use or cancel the room reserved for them.

RUTA: Rescheduled Unit Training Assembly

Scheduled UTA: A UTA appearing on the 315 AW official UTA calendar.

ULM (ULM): An individual appointed by each Squadron Commander who is responsible for managing the lodging program at the Unit level, preferably an ART or civilian.

Wing Lodging Monitor (WLM): The 315 FSS/FSV ART. He/she serves as the chief liaison between the 628 Lodging Office and each unit's lodging monitor.

Attachment 2 – Authorization for Special Lodging Entitlement ltr

Sample of Exception to Lodging Entitlements Memorandum (This letter is used in rare cases to authorize lodging for safety or mission reasons for members who are normally not entitled to lodging. IE: They live within 50 mile radius, etc)

Date:

MEMORANDUM FOR: GRP/CC

FROM: 315 Unit/CC

SUBJECT: Exception to Lodging Entitlements

Request unit paid lodging be authorized for the following individual. The specific date(s) and reason as listed below:

FULL NAME/RANK/UNIT

- ___1. Mission (provide detail)
- ___2. Safety (provide details)
- ___3. Enlistment Applicant (provide details)
- ___4. Other (provide details)

Unit Commander Signature Block

1st Ind.

Approved / Disapproved

Group Commander Signature Block