



*Services*

*Lodging Policy*

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This instruction implements Air Force Manual 34-135 (as of 1 July 2019), *Air Force Lodging and Air Force Laundry and Linen Exchange Programs*. It outlines the policy and establishes local policies and procedures to be used during Regular Scheduled Drill (RSD), Rescheduled Drill (RD), Additional Flying Training Periods (AFTPs), and home station Annual Training (AT). This instruction applies to all eligible members assigned/attached to the 108th Wing. The lodging program for RSD, RD, and AFTP status is not an entitlement; continuance is contingent upon availability of funds. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. This instruction requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force Form 847, *Recommendation for Change of Publication*; route Air Force Forms 847 from the field through the appropriate functional chain of command.

## **SUMMARY OF CHANGES**

This publication has been significantly revised and must be completely reviewed. It reflects organizational references and changes the designation of Air Force Instruction 34-135, 25 March 2019, to Air Force Manual 34-135, 1 July 2019.

### **1. Eligibility**

1.1. IAW AFMAN 34-135, 1 July 2019, Chapter 4, Paragraph 4.1.1. (ANG) ANG installations may provide lodging accommodations in accordance with the Joint Travel Regulation, either on the installation or in commercial lodging for eligible unaccompanied personnel requiring

government lodging during Inactive Duty (IDT) or Annual Training (AT) whenever possible.

1.1.1. Commuting members are not entitled to government funded lodging. In accordance with the Joint Travel Regulation, the Commuting Area for personnel assigned to the 108 WG will be defined by the member's Home of Residence (HOR) except for those full-time members as identified in para 1.1.2.1.

1.1.1.1. IAW AFMAN 34-135 Chap 4, Note 20. (ANG) All full-time employees at the assigned ANG installation (AGR) are considered to be living within the commuting distance. The unit is not authorized to pay lodging for ANG members employed full-time (AGR) for IDT unless required by military necessity (e.g., alert, mobilization). This excludes all Title 5 and Title 32 Technicians assigned to the installation.

1.1.1.2. One night eligibility: 108 WG personnel who live 50 but less than 75 miles from Joint Base McGuire-Dix-Lakehurst. The method of calculating the miles will be determined by using the Defense Table of Distance and it will be based on the distance from City or Town of residence to JBMDL. This also applies to any two day Inactive Duty period where the member will be entitled to unit funded lodging the first night of duty.

1.1.1.3. Two-night eligibility: 108 WG personnel who live 75 miles or more from Joint Base McGuire-Dix-Lakehurst. The method of calculating the miles will be determined by using the Defense Table of Distance and it will be based on the distance from City or Town of residence to JBMDL. This also applies to any two-day Inactive Duty periods where the member will be entitled to unit funded lodging the evening before the first day of duty.

## **2. Responsibilities:**

### **2.1. Wing Commander:**

2.1.1. The 108th Wing Commander ensures a policy is in place, establishes commuting distance and eligibility criteria IAW AFMAN 34-135.

2.1.2. AFMAN 34-135 Chapter 4 paragraph 4.1.2 the Wing Commander has the option to amend eligibility in case of inclement weather, natural disaster, or other safety concerns, such as extended duty hours due to duty position requirements. A memorandum for record including reason and length of exemption (not to exceed 12 months) will be submitted to the 108th Force Support Squadron Lodging Office. The Wing Commander has delegated approval of lodging eligibility to Group Commanders.

### **2.2. Unit Commanders:**

2.2.1. Appoints a primary and an alternate unit-lodging monitor (one of which must be a full-time member). The designation letter will be forward to the 108 FSS lodging managers.

2.2.2. Brief unit members annually as a minimum or as needed and for new members upon assignment. At a minimum, this briefing will include lodging entitlements, no-show, walk-in policies, and proper payment method for various duty statuses.

2.2.3. Enforce all policies as defined in this and any other relevant instructions regarding the 108 WG unit members' lodging entitlements and hold members accountable regarding No-shows, walk-ins, late check-outs, failure to return room keys, misconduct and any lodging infractions.

2.2.4. If an exception to policy regarding commuting distance eligibility as stipulated in paragraph 2.1.2. of this publication is warranted, submit a letter of request routed through the respective Group Commander to 108 FSS. Exception to the commuting policy will be granted only for safety or mission accomplishment reasons and on a "per incident" basis (temporary). The letter of request must include the justification for "exception to policy" use of lodging and the requested duration (not to exceed 12 months).

### **2.3. 108th Force Support Squadron (FSS) Lodging Manager/Representative**

2.3.1. Oversee the unit lodging monitors (ULM), track and assist with computer-generated unit lodging rosters, and act as a liaison between the 87th Force Support Squadron lodging facility and the 108th Wing. As part of this responsibility, maintain a Unit Lodging Manager Continuity Book to include, at a minimum, the Units Lodging Monitor appointment letters and AFMAN 34-135 Air Force Lodging Program.

2.3.2. Provides 87 FSS a copy of the annual Regular Schedule Drill (RSD) as soon as it has been finalized and approved. Provide notification of any RSD changes made during the course of the year.

2.3.3. Based on submitted RSD lodging request, coordinate with Lodging GPC Account Approving Official (AO) to authorize projected expenditure for that RSD.

2.3.4. Routinely check the eligibility status of members requesting lodging to ensure the address information is current. Ensure all documentation is received to confirm both on and off base hotels and eligible members are in compliance with lodging program requirements as stated in AFMAN 34-135.

2.3.5. If in the event the electronic lodging system is down, the following procedure will take place. Within three to five days after the RSD, a lodging list will be sent to the 87 FSS with the name rank, gender, section, and length of stay of all members who are

authorized lodging for the next RSD. A review will be conducted within five days after receiving the lodging reservation list from the 87 FSS to identify any discrepancies.

2.3.6. The 87 FSS lodging reservation desk will be informed of any changes. The finalized reservation request will be submitted approximately two weeks before the scheduled drill.

2.3.7. Reconciles any billing changes from expenditures authorized with 108 WG/FM. Ensure only bills for members entitled to unit O&M funded lodging are charged to 108th Lodging Government Purchase Card (GPC). Any other charges should be refused back to is warranted for them to pursue individual Government Travel Card (GTC) payment.

2.3.8. Fort Dix lodging assignments will be performed by the 108 FSS lodging office.

#### **2.4. Unit Lodging Monitors (ULM) Unit Member Responsibilities**

2.4.1. To provide the online reservation link to their unit members.

2.4.2. If directed by the 108 FSS Lodging Office, the ULM will prepare a hard copy reservation and ensure unit members properly annotate and sign the roster during the scheduled drill to reserve their room for the upcoming scheduled drill. After completion, turn in the unit roster to 108 FSS Lodging Office, no later than 1500 Saturday of the regular schedule drill (RSD).

2.4.3. Coordinate with unit members requesting lodging after the scheduled drill and email this information to the 108 FSS lodging office promptly

2.4.4. ULM are responsible for addressing and attempting to resolve any unit lodging issues. The ULM will forward unresolved issues to the 108 FSS Lodging Office.

2.4.5. ULM will inform unit members of lodging assignments to Ft. Dix lodging building, to include the rules, check-in and check-out times (See attachment 3).

2.4.6. ULM must brief unit members on all pertaining lodging policies, to include different statuses and processes, no show disciplinary actions and location assignment rules (e.g. Ft. Dix building, All American Inn, Off Base).

#### **2.5. Unit Members Responsibilities**

2.5.1. Ensure home of record is current in MILPDS. The address must be a street address or a rural route box. A post office box is unacceptable.

2.5.2. The member will be responsible for completing the online lodging request by utilizing the electronic link provided by the ULM.

2.5.3. If directed to do a hard copy reservation, the unit members needing lodging must coordinate with the ULM to sign up and request lodging for the upcoming RSD. This request will be completed no later than Saturday 1200 of RSD. Properly sign up and annotate in the lodging roster for one or two nights if eligible.

2.5.4. Lodging issues, to include those that arise during the stay, must be coordinated with the ULM to attempt to resolve them at the lowest level. This is to include changes to existing reservations, new reservation requests and/or cancellations.

2.5.5. Eligible members requesting lodging need to perform a minimum of 8 duty hours under scheduled drill status. Exceptions to this policy are pilots or other aircrew members performing at least 4 flying duty hours.

2.5.6. Members' lodging eligibility may be affected if they become a No Show or conduct themselves unprofessionally. These rules apply to any military or civilian personnel being lodged on or off base and Ft. Dix dorms (see attachment 2 & 3).

2.5.7. For rescheduled drill reservations refer to para 3.2.1.

2.5.8. Coordinate with the 87 FSS lodging office with the items listed below.

2.5.8.1. For rescheduled drills or any Active Duty Orders, contact the All American Inn directly to make or change reservations at (609)754-4667.

2.5.8.2. If found in violation of reservation agreement, the individual may be responsible for lodging costs. Members who fail to pay these costs may lose their lodging privileges and/or be subject to disciplinary action(s).

2.5.8.3. Cancellations must be handled directly by contacting the All American Inn by 2300 hours for on base reservations and by 1800 hours for off base reservations on the day of check-in. Ft. Dix cancellations must be done by contacting 108th FSS Lodging Office at (609) 754-3303 no later than 1530 hours on Friday or regular duty hours on Saturday of scheduled drill. If a member becomes a "No Show" On Base (All American Inn and/or Ft. Dix Dorm) or Off Base the member may be subject to disciplinary action (see Attachment 2). The first time an individual fails to show up for a reservation, the individual will lose the privilege of using lodging for **one scheduled drill**. On the second time the member will lose the privilege of using lodging for **three scheduled drills**. On the third time the individual will lose the privilege of using lodging **indefinitely**.

2.5.8.4. Check-in time at the All American Inn and at Off Base lodging is 1500 hours regardless of status. Check-in for Ft. Dix dorms can be done during normal duty hours or specific after hour service

2.5.8.5. Check-out must always be accomplished before the start of the member's

duty day, regardless of status or no later than 1100 hours the day of check out to prevent additional charges (e.g. late check-out fee). Check-out at the Ft. Dix dorms is no later than 0830 unless prior coordination with 108th lodging office.

2.5.8.6. The 108th Wing will only pay for standard room charges based on eligibility. All members will be responsible for additional room expenses such as phone charges, sundry charges, late check-out fees, etc.

2.5.8.7. Confirmation numbers for new reservations and cancellation must be kept by the member. It is imperative for the member to document date, time, and name of staff member that provided service either by phone or at the front desk for clarification and tracking purposes.

2.5.8.8. Members will be held accountable for any missing or damaged government property caused by abuse or negligence on their part or by their guests. **(T-1)**. AFI 34-202, *Protecting Nonappropriated Fund Assets*, govern the assessment of loss or damage to a lodging unit by a guest.

2.5.9. No-Smoking Policy. All Air Force lodging common areas and guest rooms, including TLF units and Ft Dix dorms are no-smoking areas. If smoking does occur in a guest room, lodging staff will use an efficient ionizer or deodorizer to rid the room of smoke residue; exceptions to the cleaning policy may only be made with a waiver from AFSVC Lodging. **(T-1)**. Guests who violate the no-smoking policy will be charged up to a \$150.00 fee (based on expenses incurred) to return the room to available inventory. **(T-1)**. Guests who violate this policy are subject to eviction as determined by the lodging manager; appeals should be made through the Force Support Squadron Commander or Director.

2.5.10. No-Alcohol policy. The Ft Dix dorms are alcohol free buildings.

2.5.11. Pets in lodging quarters/dorms, are not authorized. Guests who violate this policy by housing pets in non-pet friendly rooms will be charged cleaning fees based on the actual expenses incurred to return the room to available inventory. **(T-1)**. Guests who violate this policy are subject to eviction as determined by the lodging manager; appeals should be made through the Force Support Squadron Commander or Director.

### **3. Reservations Process**

#### **3.1. RSD Lodging Procedures.**

3.1.1. If government quarters are not available, members may be directed by 87 FSS to use c o n t r a c t e d commercial quarters. They must present their ID card and Non Availability Form (Non-A or CNA form) to the front desk of the commercial hotel to check in. The hotel should have a reservation for the member. All members are personally responsible for any incidental expenses. The 108th Wing will only pay for standard room charges on authorized reservations.

### **3.2. Rescheduled Drill/AFTP Lodging Procedures.**

3.2.1. The member in a rescheduled drill status must make their own reservation with All American Inn on McGuire, AFB at (609) 754-4667. In order to minimize costs, reservations must be made as far in advance as possible. Every effort must be made to get a room on-base at the All American Inn. Members are prohibited from requesting Off Base rooms (87 FSS lodging will be determined based on availability). Prior to check-out member will report to the 108 FSS lodging office with a copy of the inactive duty form (NGB 105) from AROWS with at least one approving/ certifying official signature. The member will then receive a New Jersey Air National Guard Lodging Eligibility Certificate (ANGB Form 10). To authorize government payment for the inactive duty lodging costs, the member will present the Lodging Eligibility Certificate at the All American Inn as proof that the 108 Wing will pay for the reservation. If member fails to provide all supporting RRSB forms for invoice payment, he/she may be responsible for invoice payment. All other policies listed above still apply check- in and check-out times, payment of incidental charges, no show, etc.

### **3.3. Active Duty Lodging Procedures.**

3.3.1. Eligible members must have orders that read “member will not commute.” The member is then entitled to a room for the length of their orders through the All American Inn. This room MUST be charged to the member’s government travel card. In order to minimize costs, reservations must be made as far in advance as possible. Every effort must be made to get a room on base. If you do not check in, reservations will automatically cancel at 2400 hours on the day of your arrival. Please call the All American Inn front desk at (609)754-4667 if you will be arriving late, or to cancel your reservation. If not, the reservation becomes a “No Show,” and the member may be subject to disciplinary action and/or room fees.

### **3.4. Payment Responsibilities.**

3.4.1. Upon completion of the active duty tour, the member must (within five days) file a travel voucher for payment. The member will be reimbursed up to the per diem rate. Per the Joint Travel Regulation the use of the Government Travel Card (GTC) is mandatory. Obtaining and maintaining a Government Travel Card is the member’s responsibility.

3.4.2. If member is required to do a drill or AFTP after active duty order(s), the member will pay for the last night on orders with their GTC before the first day of RSD, RD or AFTP status.

3.4.3. If member is required to do active duty order(s) after a drill or AFTP status, the 108 WG will incur costs for the night prior to the active duty order start date.

### **3.5. Conduct.**

3.5.1. It is imperative that all 108 WG personnel, whether on-base or off-base lodging or Ft. Dix dorms, will conduct themselves in a professional and courteous manner. Any reports of unprofessional conduct will be thoroughly investigated. If reported behavior is validated, the individual may lose lodging privileges and may be subject to additional disciplinary action(s).

### 3.6. Minimum lodging Space and Privacy Standards for personnel per AFMAN 34-135.

**Table 1.1. Minimum Space and Privacy Standards**

<b>GRADE</b> (see Note 1)	<b>STANDARD</b>
All Commissioned and Warrant 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, private bath
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 and Cadets	72 square feet (net) living area: open bay; central bath
Contingency	50 square feet (net) living area (Note 3)

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**Attachment 1**

**References**

AFMAN 34-135, *Air Force Lodging and Air Force Laundry and Linen Exchange Programs as of 1 July 2019.*

**Abbreviations & Acronyms**

**AFB-** Air Force Base  
**AFI-** Air Force Instruction  
**AFPD-** Air Force Policy Directive  
**AFTP-** Additional Flying and Flying Training Period  
**AGR-** Active Guard Reserve  
**ANGI SUP-** Air National Guard Instruction Supplement  
**AO-** Approving Official  
**AT-** Annual Training  
**DOD-** Department of Defense  
**FSS-** Force Support Squadron  
**GPC-** Government Purchase Card  
**GTC-** Government Travel Card  
**HOR-** Home of Record  
**JTR-** Joint Travel Regulation  
**MILPDS-** Military Personnel Data System  
**MPA-** Military Personnel Appropriation  
**NGB-** National Guard Bureau  
**O&M-** Operations & Maintenance  
**RD-** Rescheduled Drill  
**RSD-** Regular Schedule Drill  
**ST-** Special training  
**ULM-** Unit Lodging Monitor

## Attachment 2

**NO-SHOW DISCIPLINARY ACTION****Table 1. Personnel actions for failing to cancel a Regular Scheduled Drill (RSD) reservation and becoming a No-Show.**

<b>Amount of No-Shows Per Calendar Year</b>	<b>Action</b>
<b>1</b>	<b>Loss of lodging privilege for ONE Regular Schedule Drill (RSD)</b>
<b>2</b>	<b>Loss of lodging privilege for SIX (RSD)</b>
<b>3</b>	<b>Loss of lodging privilege INDEFINITELY</b>

## Attachment 3

**FORT DIX LODGING RULES AND PROCEDURES**

1. Rooms are intended for 108th Wing members only. Guests are not authorized for overnight stays.
  - a. NO drinking in the rooms.
  - b. NO smoking in the building or within 50 feet of the building.
  - c. NO driving on grass or sidewalks.
  - d. Parking lot is on the south side of the building behind Timmerman Theater.
2. All members will need to furnish their own toiletries.
  - a. Towels, Shampoo, Soap, etc.
2. Check out will be no later than 0600 - 0830 hrs. Sunday of the regular scheduled drill (RSD). Prior to checkout, the following items need to be complied with:
  - a. All trash must be removed from the room/building and disposed of properly.
  - b. All members need to ensure that their rooms are clean and left the same way as they were given.
  - c. Check-in on Friday prior to drill during normal duty hours (0700-1530) will be at the 108 FSS lodging office in Bldg. 3324 and at the 87 FSS lodging office (1530-2200).
  - d. Check-in on Saturday drill during normal duty hours (0700-1630) will be at the 108 FSS lodging office in Bldg. 3324 and at the 87 FSS lodging office (1630-2000).
  - e. Keys and linen must be returned at check out on Sunday from 0600-0830 to the representative at first floor (Main Entrance). Room inspection will be conducted at the time the key is turned in. **THERE WILL BE NO CHECK OUT AT THE LODGING OFFICE UNLESS PREVIOUSLY ARRANGED.**
  - f. There is a \$30.00 fee for any lost room keys. Payment made in the form of money order made payable to the US Department of Treasury.
3. Report any maintenance issues or lost keys at 609-562-2247/4701.