

UNACCOMPANIED PERSONNEL QUARTERS

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

This instruction establishes authority and procedures regarding the use of and for obtaining contract quarters for eligible members of the Louisiana Air National Guard (LA ANG) at home station and personnel temporary duty (TDY) to LA ANG installations. It defines eligibility for quarters assignment and funding responsibilities for transients. Special adequacy standards for the quarters furnished are based on the short duration needs of personnel expected to use these facilities. Supplementation of this instruction is prohibited except upon approval of proponent agency. This instruction is applicable to all Louisiana Air National Guard organizations. The proponent of this instruction is the Chief of Staff, Headquarters, LA ANG. Users are invited to send comments and suggested improvements to the Support Group Commander (159 SG/CC).

1. Policy:

1.1. When government quarters are unavailable or have been determined inadequate by the senior commander, contract quarters may be obtained in local hotels, motels or other commercial overnight lodging establishments for LA ANG personnel residing outside established commuting distances, and for TDY Air Force and ANG personnel. National Guard adequacy standards will be used as adequacy standards for TDY and home station personnel. Funds must be available before contract quarters can be secured; therefore, the Support Group Commander and each Geographically Separated Unit (GSU) Commander must determine their need for contract quarters and request required funds in the unit's annual budget submission.

1.2. The following individuals will be responsible for the determination of eligibility for quarters under this directive and the initiation of AF Form 9, **Request to Purchase**:

1.2.1. The Support Group Commander for personnel of the 159th Fighter Wing (159 FW) and co-located organizations.

1.2.2. Commanders of each GSU (214th Engineering Installation Squadron, 236th Combat Communications Squadron, 122nd Air Support Operations Squadron (122 ASOS), and the 259th Air Traffic Control Squadron) for personnel in their respective organizations.

1.3. The Support Group Commander and each GSU Commander will be responsible for establishing local procedures and instructions, and for ensuring accomplishment of:

1.3.1. Reservation procedures.

1.3.2. Procedures for periodic quarters inspection.

1.3.3. Procedures for verifying eligibility.

1.3.4. Establishment of occupancy rules to include:

1.3.4.1. Double occupancy for home station training with the exceptions of requirements to separately billet: males and females; officers and enlisted; and odd numbers in rooms as single occupants. Officers 0-6 and above will be provided single rooms.

1.3.4.2. Married couples both in duty status may billeted together.

1.3.4.3. If only one spouse is in duty status, the member must pay the entire room cost, at own expense, if either the non-duty or non-member spouse or a guest stays in room.

1.3.4.4. Standards of conduct and cleanliness in contract quarters.

1.3.4.5. Smoking policy and limitations.

1.3.5. Establishing procedures for use of on base quarters at Naval Air Station - Joint Reserve Base (NAS-JRB) New Orleans, Jackson Barracks, and Camp Beaugard to include the following:

1.3.5.1. Test for availability of quarters.

1.3.5.2. Inspection of quarters for adequacy.

1.4. Each unit commander will assign a Billeting Representative for their respective unit. The Services Flight Commander (159 SF/CC) will publish an additional duty letter annually and when a commander advises of a change. Services flight personnel will train the billeting representative on policies and procedures.

1.5. When rooms are requested for authorized TDY visitors, services personnel at each unit will request reservations and notify the commercial establishment of responsibility for payment. Arrangements must be discussed at that time, to include number of personnel per room, etc. When members of the LA ANG are utilizing orders for the primary purpose of performing duty at the 159 FW, orders must reflect duty to NAS-JRB. The LA ANG is NOT responsible for TDY visitors payments.

1.6. Unit personnel using contract quarters must present proper identification to the lodging establishment. If the individual is on the list of eligible personnel, he or she will be required to certify use of the quarters by signing-in. If member is not on the list of eligible personnel, quarters at the government's expense will be denied until eligibility can be established.

1.7. The commercial establishment will forward a billing invoice, the sign-in roster and folios on each room used showing names of personnel assigned, signatures, time of departure, copies of orders and any other required documents to the respective unit services office not later than the end of each month.

1.8. The Support Group Commander and GSU Commanders or their designated representatives will check the sign-in roster, along with each folio, against attendance records to ensure each individual did in fact perform the duty for which he or she was scheduled. Verification must also ensure the eligible members did not exceed the number of days authorized based on performance of duty and distance from the duty location. Should there be any discrepancies noted which were errors on the part of the commercial facility, i.e., overcharge or charges which are not totally correct, the problem must be resolved with the commercial facility before processing for payment. If mistakes are noted which resulted from improper use by a member, the invoice should be processed for payment and a separate collection action taken against the member. The member must be immediately notified, in writing, and given time to respond. If he or she does not correct the error, the unit should initiate action to withhold the amount due from military pay and initiate disciplinary action as necessary.

1.9. Following a check for accuracy, the commander or his designated representative will enter and sign the following certification on the lodging establishment invoice: "I certify that the quarters listed herein were utilized by authorized personnel, all services have been received."

2. **Eligibility:** The commuting distance for all LA ANG units is established as 100 miles. The distance is computed from the members residence to the assigned installation main gate by most direct highway route. Verification must be completed when new members are assigned or when personnel initiate a change of address. Services personnel will use current PC-III information for verification of members commuter status. The address must be a street address or a rural route box. A post office box will not be acceptable, except for personnel attending a teaching institution in-residence. In this case, a letter must be provided to the services office from the housing authority of the institution before quarters will be provided.

3. **Home Station Quarters (HSQ) Billeting Limitations:** Billeting obtained by contract will be based on double occupancy and will consist of one room with two beds. Exceptions to this limitation are authorized as defined in paragraph 1.3.4.1. In each such case a single occupancy billet is authorized.

3.1. Lodging may be provided for individuals performing ANG duty (unit training assembly (UTA), rescheduled unit training assembly (RUTA), split unit training assembly, equivalent training, proficiency training, training period preparation assembly, additional flying training periods, annual training, special training). During a tour of duty of 2 days duration, quarters may be provided on the first day of the tour only, except as indicated below.

3.2. Quarters may be provided on the last day of a tour where release from duty occurs after 1900 hours.

3.3. Additional lodging may be provided on the night preceding the date a tour of duty begins for individuals who reside 100 miles or more from their duty station by the most direct highway route. This also applies to active duty tours of only 1 day or two inactive duty periods accomplished in 1 day if distance criteria above and in paragraph 2 are met.

4. **TDY Billeting Limitations:** Billeting obtained by contract for TDY personnel will be based on AFI 34-246, *Air Force Lodging Program*, and this instruction. Exceptions to this limitation are authorized when necessary to accommodate members of certain teams (for example: members of an inspection team, aircrews, etc.), billeting in this case may be one person to a room.

5. **Procurement Procedures:**

5.1. On 1 September, commanders identified in paragraphs 1.2.1. and 1.2.2. who determine eligibility to use contract quarters must submit an AF Form 9 to contracting services (159 LG/LGCV). An estimate of the number of accommodations required for the period of the fiscal year (1 October through 30 September) will be shown on the AF Form 9. If the request for contract quarters is based on inadequacy, the senior commanders statement which states available government quarters are inadequate will be attached to the AF Form 9.

5.2. The AF Form 9 will be used to request HSQ. The AF Form 9 should contain all requirements to include a smoking limitation policy and the need for smoke detectors in each room.

5.3. Based on the information contained in the AF Form 9 annual submission, contracting services will secure bids from local commercial lodging establishments. Using organizations will not attempt to secure bids, verbal or written. Contact with prospective bidders must be avoided. Refer all inquiries which may arise to 159 LG/LGCV. Upon receipt of bids, contracting services will award a Blanket Purchase Agreement (BPA) to the establishment which best serves government interests. Calls will not be placed against the BPAs until all the procedures outlined in paragraph 5.4. are complete.

5.4. The following procedures will be used to secure contract quarters and to provide for payment thereof during each fiscal year.

5.4.1. Commanders, identified in paragraphs 1.2.1. and 1.2.2., will submit AF Form 616, **Fund Cite Authorization**, on a monthly basis to the finance office (159 FW/FM) to obtain proper funding before placing any calls against an existing BPA. Upon receipt of the AF Forms 616 from 159 FW/FM signed by the comptroller, calls may be placed against the BPA. Users are cautioned not to exceed the amount of funds cited on the AF Form 616. If it appears that additional funds are required, the finance office must be contacted before any further action is taken.

5.4.2. 159 FW organizations and co-located units will submit one copy of the roster of eligible personnel to services base (159 SF/SVX) on a monthly basis. Services base will provide the lodging establishment a combined list of eligible personnel on a monthly basis. GSU commanders will establish procedures which best suit the needs of their unit.

5.4.3. Contracting services is responsible for ensuring the lodging establishment receives instructions necessary to effect payment for the contracted facilities. These instructions will include information from the commanders requirements as shown in AF Forms 9.

5.4.4. Upon receiving the monthly invoice from the commercial establishment, a verification of completion and accuracy will be accomplished. As a minimum, completion of the required statement (paragraph 1.9), an SF 1034, **Public Voucher for Purchases and Services Other than Personal**, and the lodging establishment's invoice will be forwarded to 159 FW/FM for payment processing.

6. **Records Disposition:** A copy of SF Form 1034, the lodging establishments invoice, supporting folios and sign-in rosters will remain in the responsible services office until disposition in accordance with AFMAN 37-139, *Records Disposition Schedule*.

7. **Concurrent Duty:** Services Flight will pay for personnel in inactive duty training (IDT) concurrent with active duty training periods. This applies to all personnel who are authorized lodging regardless of their commuting distance. For example:

7.1. SSgt Smith lives 100 miles away. He is on active duty Monday and Tuesday and is on inactive duty Wednesday and Thursday. Although he is not normally authorized the night before a RUTA, in this instance it is in the best interest of the member to provide lodging. When the member and Unit Building Representative (UBR) request lodging this must be noted. Services Flight is responsible for the payment (Tuesday night) when reservations are made in accordance with this instruction.

7.2. SSgt Smith lives 100 miles away and is in IDT (RUTA) on Monday and Tuesday and is on active duty Wednesday and Thursday. Services Flight is responsible (Tuesday night) for the payment when reservations are made in accordance with this instruction.

7.3. SSgt Smith lives 150 miles away and is on active duty Monday and Tuesday and IDT (RUTA) on Wednesday and Thursday. Member is entitled to night before duty. Services Flight is responsible for Tuesday and Wednesday nights when reservations are made in accordance with this instruction.

7.4. SSgt Smith lives 150 miles away and is on IDT (RUTA) on Monday and Tuesday and active duty Wednesday and Thursday. Member is entitled to night before duty. Services Flight is responsible for Sunday and Monday nights when reservations are made in accordance with this instruction.

8. **Unit Supporting Unit.** Units supporting other units will request lodging through the Services Flight. However, the unit being supported will lodge members at their lodging location and at their expense. Use of government facilities first is applicable. Travel and per diem issues will be settled between the supporting and supported unit(s). Services Flight is not responsible for other unit's travel and per diem. Additionally, GSUs sending personnel for physicals to the 159 Medical Squadron may lodge eligible personnel with the 159 FW under their Host Tenant Support Agreement or BPA. Requests for reservations must be received two weeks prior to UTA. For example:

8.1 159th Security Forces Squadron (159 SFS) sends CATM personnel to qualify members of the 122 ASOS at Camp Beauregard. Lodging reservation requests will be routed through Services Flight to 122 ASOS. 122 ASOS will make reservations for 159 SFS personnel in government facilities under their Host Tenant Support Agreement or at their contract facility under their Blanket Purchase Agreement.

9. **Prescribed Forms.** AF Form 9, **Request to Purchase**, AF Form 616, **Fund Cite Authorization**, SF 1034, **Public Voucher for Purchases and Services Other than Personal**, 159 FW Form 46, **Unit Hotel Reservation Form**, and 159 FW Form 48, **159 Lodging Registration and Mileage Certification Form**.

10. **Referenced Publications.** AFI 34-246, *Air Force Lodging Program* and AFMAN 37-139, *Records Disposition Schedule* .

BY ORDER OF THE GOVERNOR

BENNETT C. LANDRENEAU
Brigadier General, LAARNG
The Adjutant General

OFFICIAL

RUFUS L. WARREN, III, LTC, LA ANG
Administrative Officer

Attachment:
159 FW Billeting Procedures/Instructions

159FW BILLETING PROCEDURES/INSTRUCTIONS

The following establishes billeting procedures/instructions for LA ANG members assigned to the 159th Fighter Wing.

A1. Establishment of Eligibility

A1.1. All personnel requesting billeting must complete 159 FW Form 48, **159 Lodging Registration and Mileage Certification Form**, annually or when change of address occurs.

A1.2. All personnel must complete 159 FW Form 48 prior to authorization as a commuter.

A2. Verification

A2.1. Eligibility will be verified using current PC-III data.

A2.2. Members are responsible for adhering to all billeting policies, procedures and instructions as stated in HQ LA ANGI 34-1.

A3. Unit Training Assembly and Rescheduled Unit Training Assembly Reservation Procedures

A3.1. **ALL RESERVATION MUST BE PLACED THROUGH THE SERVICES FLIGHT PERSONNEL OR THE SUPPORT GROUP EXECUTIVE OFFICER (159 SG/CCE).**

A3.2. Reservations for UTA must be made the UTA prior by signing the 159 FW Form 46, **Unit Hotel Reservation Form**.

A3.3. Members must contact their Unit Billeting Representative to make reservations for a rescheduled unit training assembly.

A3.4. UBRs will forward reservations via EMAIL to Lodging@SPT. All reservations must be placed through the services flight personnel.

A3.5. The services flight personnel will process requests on Tuesdays and Thursdays of each week and will notify UBRs of confirmation numbers via EMAIL. The services flight personnel will verify eligibility and pay for lodging.

A3.6. Members requiring other than UTA billeting must make reservations as soon as possible, as far in advance as possible and NOT LATER THAN 72 hours prior to arrival.

A3.7. No one is authorized Base Enlisted Quarters (BEQ) or Base Officer Quarters (BOQ) without advanced permission from the services flight personnel or Support Group Executive Officer when in IDT status. If advance authorization is not obtained, the bill will not be paid by the 159 FW and the cost will be paid by the member.

A4. Active Duty Reservation Procedures

A4.1. Members are responsible for making their own active duty reservations. Reservations may be made up to 45 days in advance.

A4.2. Government quarters (BEQ/BOQ) must be utilized or a statement of non-availability must be stamped on orders before contract quarters are authorized.

A5. Canceling or Changing of Reservations

A5.1. Changes to reservation should be placed as soon as possible.

A5.2. Requests to change or cancel UTA reservations are accepted by the services flight personnel up to 15 calendar days prior to UTA.

A5.3. Changes/cancellations will be coordinated between the hotel and 159 SF/SVX or 159 SG/CCE.

A5.4. Changes/cancellations placed a minimum of 24 hours prior to arrival time will be for emergencies only.

A5.5. If the initial night of stay is not canceled, a member **WILL NOT** retain reservations for any subsequent nights. For example: If you have reservations for a UTA beginning on Friday and do not arrive until Saturday, your reservation will automatically cancel and you will not have a room for Saturday.

A6. Loss of Billeting Eligibility

A6.1. If a member reserves a room and does not register at the hotel by the initial date of the reservation, and has not notified the services flight personnel or Support Group Executive Officer he or she will be considered a "No Show."

A6.2. "No-Shows" are reported to 159 SF/SVX on Monday morning following UTA by the hotel.

A6.3. If a member is verified as a "No Show" he or she will lose billeting eligibility.

A6.4. Once a member has lost billeting eligibility, he or she will not be authorized commuter lodging until a written reinstatement by the unit commander and notification from the unit's First Sergeant has been received by the Services Flight Commander.

A7. Hotel Procedures and Policies

A7.1. **DO NOT SWITCH ROOMS.** Members are liable for the room to which he or she is assigned.

A7.2. Phone and movie hookups **MUST** be paid in advance.

A7.3. Keys **MUST** be turned in at the front desk.

A7.4. Check-in begins at 1400 hours. If a member cannot check-in before 1600 hours on the first day of the reservation, the entire reservation is canceled. Members may either call the hotel and advise them of late arrival time or annotate the 159 FW Form 46.

A7.5. Check-out time is before 1100 hours on the last day of duty.

A8. New Recruits

A8.1. Recruiting must notify Services Flight as soon as possible when a new member lives outside the commuting distance so quarters may be reserved.

A8.2. Members must report to Services Flight to register, receive a briefing and policy letters in regard to the program.

A8.3. Members will not be allowed after the first UTA to use billeting if they have not completed the proper paperwork and reported to Services Flight.

A8.4. Members may report to Services Flight on their enlistment and inprocessing day to register for the program.