



DEPARTMENT OF THE AIR FORCE
UNITED STATES AIR FORCES CENTRAL COMMAND (USAFCENT)
379TH AIR EXPEDITIONARY WING

7 September 2024

MEMORANDUM FOR AL UDEID ALL PERSONNEL

FROM: 379 AEW/CC

SUBJECT: Interim Lodging Operations Policy

1. This memorandum serves as interim guidance for lodging operations for the 25.1 AFFORGEN pivot and until a complete rewrite of AUABI 34-135, *Lodging Operations Policy*, is completed. The purpose of this policy is to discontinue the allocation of unit allotted footprints and return room management to the Lodging Front Desk to maximize space utilization and allow for accurate accountability and occupancy validation. The entirety of the currently published instruction remains in effect unless specifically superseded herein.
2. The Lodging Front Desk will manage all guest room assignments, will prioritize unit integrity when feasible, and will ensure only aircrew are lodged in crew-rest designated facilities. Room occupancy standards are determined IAW the Lodging Business Rules at Attachment 1. Unit Quarters Representatives (UQRs) will coordinate inbound personnel reservations with the Lodging Front Desk ahead of arrival. Members will check in at the Lodging Front Desk upon arrival to retrieve room key, placard, and linen.
3. UQRs will oversee unit health and morale visits via room validations to ensure provided lodging meets mission requirements of assigned personnel and that personnel comply with lodging guidance. UQRs will conduct room validations monthly and provide their report to the Lodging Front Desk by the 10th day of each month. Lodging will utilize the validation report to confirm occupancy in the system of record (CQMAP), and input work orders for any discrepancies noted.
4. Requests for specific personnel lodging accommodations outside of established AUAB Lodging Business Rules (i.e. married personnel; confidentiality requirements, etc.) require an ETP (Attachment 2) routed through the Sustainment Services Flight Commander with final approval by the Force Support Squadron Commander.
5. Please direct any questions to the Sustainment Services Flight Commander at DSN 455-4890.

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RICHARD R. DICKENS
Brigadier General, USAF
Commander

2 Attachments:

1. AUAB Lodging Business Rules
2. Exception to Policy Request (ETP)

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AUAB LODGING BUSINESS RULES

Lodging Type	Grade/Position	Room Type	Notes
Designated Leadership Quarters (B7)	Priority 1: O-6, E-9, W-5, GS-15 and AFCENT deployed	Single Suite	Any priority ETP must be approved by 379 AEW/CC. priority of assignment will be made in the following order: 1) US DoD military and GS civilians, 2) Coalition personnel
Designated Leadership Quarters (B7)	Priority 2: Squadron Commanders and higher on G-Series Orders	Single Suite	
BPC Dorms	Air Staff Directors, Wing Staff Agency Chiefs, First Sergeants	Single	
BPC Dorms	Permanent Party Personnel(PPP) / 365	Single	See Note A2.3 for clarification of “365 Deployers”
BPC Dorms	O4/E7/GS-13/CW4-5 and above	Single	NAF Civilians included
BPC Dorms	Any rank for Aircrew and Air Traffic controllers	Single	When availability permits; Must show aircrew in reservations
BPC Dorms	E1-6/O1-3/CW1-3/GS6-12/Contractors	Double	Contractor single occupancy requires AEW/CC ETP
Double Stacks	O4/E7 and above	Single	
Double Stacks	O3/E6 and below; Contractors and transient personnel	Double	Considered for overflow; 7-day outbounds or staying <60 days

A2.1: All contractor personnel are subject to double occupancy if residing on base, unless applicable Letter of Authorization specifies single-occupancy or an ETP is approved by the installation commander or designated representative. All on-base lodging ETP requests for contractors must route through 379 EFSS/FSV and 379 EFSS/CC.

A2.2: If forward deploying or going on TDY for longer than 30-days, members must coordinate baggage storage with their UQR or other Unit POC and check out with lodging.

A2.3: “365 Deployers” are identified as those who have a tour length of 365 days or more in Qatar and/or AUAB specified on their deployment orders. Tours at other locations will not be aggregated with tours in Qatar/AUAB to meet the requisite number of days. Orders specifying tour lengths ‘up to 365 days’ or ‘not to exceed 365 days’ are insufficient to meet this definition. Such orders must be amended and authenticated to reflect a tour length of 365 days or more from the date of arrival in order for personnel to be treated as a “365 Deployer.”

A2.4: Designated leadership quarters are designated for key leadership positions. There will be one BPC lodging facility identified as a Designated Leadership Quarters and configured in a 1+0. DLQ priorities are established by 379 AEW/A1 and Chief of Staff. Dorm B7 is the current leadership quarters.

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EXCEPTION TO POLICY REQUEST (ETP)



DEPARTMENT OF THE AIR FORCE
UNITED STATES AIR FORCES CENTRAL COMMAND (USAFCENT),
379TH AIR EXPEDITIONARY WING

28 Mar 24

MEMORANDUM FOR (INSERT APPROVAL AUTHORITY OFFICE SYMBOL)

FROM: (INSERT REQUESTING UNIT CC OFFICE SYMBOL OR UQR)

SUBJECT: Exception to Policy Request for (INSERT REQUEST TOPIC)

1. In accordance with AUABI 34-135, *Lodging Operations*, para XX, I am requesting (describe the element of the policy requiring the exception to policy and provide explanation/justification).
2. If you have any questions, please contact UQR Rank, Name, at DSN: XXX-XXXX.

FIRST M. LAST, Lt Col, USAF
Commander, OFFICE SYMBOL

1st Ind. XXXX

MEMORANDUM FOR (INSERT REQUESTING UNIT CC OFFICE SYMBOL OR UQR)

Approved/Disapproved

FIRST M. LAST, Lt Col, USAF
Commander, OFFICE SYMBOL

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