

Eligible Guests in Air Force Visiting Quarters (VQ), Temporary Lodging Facilities (TLF), and Commercial Lodging (CL). Table 1.1 lists personnel who qualify for Priority 1 and Priority 2 (Space-Available) status in Visiting Quarters; Table 1.2 lists personnel who qualify for Priority 1 and Priority 2 (Space-Available) status in TLF. Within Priority 1 and Priority 2, assignments to VQ and TLF are made on a first-come, first-served basis, without regard to rank.

TABLE 1
Eligibility for Use of Air Force Lodging Visiting Quarters
and
Assignment Priority (One or Two)

Rule	If Individual Is (Not Listed In Priority Sequence):	Guest Is Priority:	Eligible For Commercial Lodging?	Room Charges (Including CL) Paid By:
1	Military or DoD Civilian TDY to Hurlburt Field	One	Yes	Individual
2	On Permissive TDY to Hurlburt Field	One	Yes	Individual
3	Active Duty Military on Emergency Leave	One	Yes	Individual
4	Aircraft Passenger (including family members) on official orders or emergency leave at actual ports of embarkation	One	Yes	Individual
5	Family member on medical TDY orders	One	Yes	Individual
6	Military or Civilian using military aircraft in TDY or PCS status who, for reasons beyond his or her control, remains overnight (RON) at a location other than TDY or PCS location	One	Yes	Individual
7	Contract personnel traveling with official "Letter of Identification (LOI) for Official Travel of Government Contractors" TDY to Hurlburt Field	One	Yes	Individual
8	Guest of the installation, as determined by the installation commander	One	Yes	Individual
9	Unaccompanied military entitled to permanent quarters, but temporarily without housing due to PCS	One	Yes	Individual
10	Unaccompanied civilian (OCONUS only) entitled to permanent quarters, but temporarily without permanent housing due to PCS (Note 1) <i>Civilian personnel and/or their family members are Priority 1 for government lodging or commercial lodging (CL) when in a PCS status overseas; in CONUS, they are Priority 2 for government lodging</i>	One	Yes	Individual
11	Military and civilian personnel and family members, or family member alone, when in a PCS status (Notes 1 & 2)	One	Yes	Individual

	<i>Civilian personnel and/or their family members are Priority 1 for government lodging or commercial lodging (CL) when in a PCS status overseas; in CONUS, they are Priority 2 for government lodging</i>			
12	Individual Mobilization Augmentee (IMA) members on annual tours, school tours, special tours of active duty, or inactive duty training, in a per diem or non-per diem status	One	Yes	Individual (Note 4)
13	Unit-assigned Reserve personnel on annual tours, school tours, special tours of active duty, in a per diem status or non-per diem status	One	Yes	Individual (Note 5)
14	Unit-assigned Reserve personnel in an inactive duty for training (IDT) status away from unit of assignment	One	Yes	Individual (Note 6)
15	Unit-assigned Reserve personnel in an inactive duty for training (IDT) status at unit of assignment	One	Yes	Individual (Note 7)
16	National Guard personnel on annual tours, school tours, special tours of active duty, in a per diem status	One	Yes	Individual
17	National Guard personnel on annual tours in a non-per diem status	One	Yes	Individual (Note 8)
18	Air National Guard personnel in an inactive duty for training (IDT) status at assigned installation	One	Yes	Unit of Assignment (Note 9)
19	Military academy and Reserve Office Training (ROTC) cadet traveling to Hurlburt Field on official orders	One	No	Parent Organization
20	Applicant for an Air Force commission under AFI 36-2001, "Officer Training Program Examining Centers (OPTEC)"	One	No	Parent Organization
21	TDY foreign military or civilian sponsored through security assistance programs	One	No	Note 3
22	Individuals or groups housed for humanitarian reasons, such as natural disasters or adverse weather conditions, when no private or commercial lodging are available and approved by the installation commander	One	No	Individual
23	Military and civilian personnel TDY to a nearby location who desire on-base quarters (Example: TDY is to Eglin AFB, Duke Field, Fort Walton Beach, or surrounding area)	Two	N/A	Individual
24	Family member accompanying official TDY personnel	Two	No	Individual

25	Friends/relatives of an active duty patient in a DoD medical facility (or when referred to a civilian medical facility by DoD medical authorities)	Two	No	Individual
26	Relative or guest of military member assigned to Hurlburt Field	Two	No	Individual
27	Military retiree (to include Air National Guard and Reserve) and their accompanying family members	Two	No	Individual
28	Active duty member and/or his/her family members in status other than TDY status	Two	No	Individual
29	DoD civilians and their dependents on leave	Two	No	Individual
30	U.S. civilian and his/her family members on EML orders from overseas duty assignment, only if TLFs are not immediately available	Two	No	Individual
31	Air National Guard and Reserve personnel (in non-duty status possessing valid ID card) and his/her family members	Two	No	Individual
32	Space Available passengers aboard military aircraft delayed short of destination, or passengers arriving at ports for Space Available travel on departing military flights	Two	No	Individual
33	ROTC Cadets, Civil Air Patrol organizations, and youth groups, when approved by the installation commander	Two	No	Individual
34	Family member (21 years or older, with valid ID card), of deceased military member	Two	No	Individual
35	Family member (21 years or older, with valid ID card) unaccompanied by their active duty or retired military sponsor	Two	No	Individual
36	Transient family member (21 years or older, with valid ID card) of DoD Command-sponsored civilian overseas	Two	No	Individual
37	Non military uniformed personnel of the U.S. Public Health Service, National Oceanic and Atmospheric Survey, foreign military personnel, and U.S. Coast Guard, when authorized by the installation commander	Two	No	Individual
38	Person separated under the "Transition Assistance Management Program" (TAMP)	Two	No	Individual

NOTES:

1. Civilian personnel and/or their family members are Priority 1 for government lodging or commercial lodging (CL) when in a PCS status overseas. In CONUS, they are Priority 2 for government lodging.
2. A PCS member or family is not issued a computer-generated contract lodging authorization or a non-availability number. Instead, the member or family member is provided a locally devised temporary living expense/temporary living allowance (TLE/TLA) memorandum.
3. All foreign personnel must pay lodging service charges directly to the lodging office except International Military Education and Training (IMET) enlisted personnel. Lodging sends for reimbursement for IMET enlisted personnel through host base foreign training office and accounting and finance office. Invoices must list names, nationality, number of days lodging was furnished, and total amount of charges. Lodging must also furnish a copy of each student's travel orders.
4. IMA members will pay all lodging charges, regardless of type of duty performed (i.e., active duty, AF Form 938, inactive duty for training (IDT), AF Form 40A, per diem status, or location where the duty is performed (i.e., at or away from the assigned unit/man-day assignment). IMA members are to file for reimbursement through AFRCCAFO/FMFPT, 1392 Second Street, Dobbins ARB GA 30069-4823.
5. Unit-assigned Air Force Reserve personnel in an active duty status, to include annual tours in a per diem or non per diem status, performed at home station or away from home station, will pay all lodging charges and file for reimbursement on a travel voucher.
6. Unit-assigned Reserve personnel in an IDT status away from home station will pay their own lodging costs and file for reimbursement.
7. Unit-assigned Reserve personnel in an IDT status at home station will not pay for their own lodging. Lodging room charges will be paid by the unit of assignment via an organizational credit card.
8. Air National Guard members in an active duty status for annual tours in a non per diem status will pay for on-base lodging or commercial lodging. ANG members will file for reimbursement through their unit of assignment.
9. Air National Guard members in an IDT status will not pay for their lodging room charges. Lodging charges for IDT's will be paid by the unit of assignment via an organizational credit card.

For payment procedures concerning individual and unit-assigned Air Force Reserve personnel contact HQ AFRC/SVP, Robins AFB GA, DSN 497-2103. For Air National Guard billing procedures, contact ANGRC/SVX, Andrews AFB MC, DSN 278-8177.

Table 1.2
Eligibility for Use of Air Force Temporary Lodging Facilities (TLF)
and
Assignment Priority (One or Two)

Rule	If Individual Is (Not Listed In Priority Sequence):	Guest Is Priority:
1	Active duty military or Active Guard or Reserve with one or more family members PCSing in or out of Hurlburt Field (Notes 1,2,4)	One
2	Displaced military families (due to emergency conditions) (Notes 3 & 4)	One
3	Active duty military or Active Guard Reserve member on permissive TDY or on leave to house hunt in conjunction with PCS, retirement, or separation	One
4	Friends and relatives of an active duty patient in a DoD medical facility (or in a civilian medical facility when referred there by DoD medical authorities)	One
5	Outpatient of a civilian or military hospital if referred by an Air Force hospital	One
6	Guests of the installation as determined by the installation commander	One
7	PCS DoD civilian personnel with family members or family members alone (18 years or older) outside CONUS, incident to PCS, separation, or retirement, when eligible for living quarters allowance (LQA)	One
8	Military member TDY (and accompanying family members) enroute to a PCS location (Note 4)	One
9	Individuals or groups housed for humanitarian reasons, such as natural disasters or adverse weather conditions, when no private or commercial lodging are available and approved by the installation commdner	One
10	Military member and family members on leave or delay in route	Two
11	Military and DoD personnel on TDY when VQ is fully occupied	Two
12	Retired military member and his/her family members	Two
13	DoD civilians and family members on leave	Two
14	Unaccompanied personnel incident to PCS is neither VQ or permanent party housing is available	Two
15	DoD civilians accompanied by family members incident to PCS in the CONUS	Two
16	Air National Guard and Reserve personnel (in a non-duty status possessing a valid ID card) and his/her family members	Two
17	Nonmilitary uniformed personnel of the U.S. Public Health Service, National Oceanic and Atmospheric Survey, foreign military personnel, and U.S. Coast Guard, when authorized by the installation commander	Two
18	Relative or guest of military member assigned to the installation	Two
19	Air National Guard and Reserve personnel in an inactive duty training for (IDT) status at assigned location	Two

NOTES:

1. PCS-in as Priority 1 only applies to the member's new duty assignment location, not PCS enroute (traveling to new assignment). PCS-out as Priority 1 only applies to the member's departing duty assignment location, not PCS enroute (traveling to new duty assignment). Air Force recruiting personnel will be considered Priority 1 for assignment in the TLF at the installation closest to their office location regardless of their host base of assignment.
2. A PCS member or family is not issued a Services Information Management System (SIMS) generated contract lodging authorization or a non-availability number. Instead, the member or family member is provided a locally devised temporary living expense/temporary living allowance (TLE/TLA) memorandum.
3. When military members residing in government housing (military family housing) are dislocated for emergency maintenance and repairs, they are authorized to reside in TLFs. When lodging fees exceed the member's basic allowance for housing (BAH) the base may reduce fees down to the BAH. This does not apply to government housing occupants who are displaced as a result of programmed housing renovation/upgrade (i.e., kitchen renovations, etc.). Military members are authorized up to 30 days in TLF without forfeiture of BAH (ref: DoD FMR, Vol. 7A, Ch. 26).
4. Authorized up to 30 days in TLF without forfeiture of BAH (ref: DoD FMR, Vol 7A, Ch. 26).

One of our responsibilities during your change of station is to inform you of the policy regarding BAH (Basic Allowance for Housing) entitlement when you occupy government quarters in a PCS status.

If you stay in government quarters (either TLF or VAQ/VOQ) for more than 30 days, and are in a PCS status, Lodging is required to stop your BAH for the period of time that exceeds 30 days. The intent is that BAH continue for a maximum of 30 days at any one location. Movement from one unit of quarters to another, or in and out of the same unit, at the same location, with or without a break in occupancy, does not break the consecutiveness and does not create new periods or extend the authorized 30 days without the loss of BAH.

Directives governing this action are:

- AFI 34-246, "Air Force Lodging Program," Chapter 1, Paragraph 1.4.1.2
- DoD Financial Management Regulation, Volume 7A, Chapter 26, Table 26-3
- DFAS-DEM 7073-1

At Hurlburt Field, maximum stay for members in a PCS-in status is 30 days; for PCS-out status, the maximum stay is 7 days. These numbers were decided upon based on the number of TLF (family) units available, and the PCS traffic in and out of the base, particularly between the months of March and November. With only 24 TLFs available, it is impossible for us to accommodate all the families that require temporary housing during their PCS.

If you find that you require additional time in quarters, please let our reservations or front desk staff know (phone numbers are on the back) as soon as possible so that we may assist you.

To request an extension, submit a letter of request to:

16 SVS/SVML
301 Tully Street
Hurlburt Field, Florida 32544-5844
Attn: Lodging Manager

Before we approve extensions beyond the normal 30- or 7-day limit, we must first determine that approval would not deprive another member of their entitlement. We request that you detail the circumstances that require additional time in lodging quarters, as requests are kept on file for audit purposes. Requests approved by the Lodging Manager will result in forfeiture of BAH.

Members may request stays beyond 30 days without forfeiture of BAH for reasons of military necessity or relief of hardship. If members request to stay without forfeiture of BAH, the approval authority is the installation commander (16th Special Operations Wing Commander). Approval to waive the forfeiture is not automatic; each case must stand on its own merit. Waiting for housing or an apartment is usually the most often reason for staying past 30 days, but may not in itself cause an undue financial hardship not normally experienced by members in similar circumstances. Contact the Lodging Manager if you would like assistance in obtaining installation commander approval for waiver of BAH forfeiture.

There are other options available if you find that you are nearing your entitlement limit. Our reservations and front desk staffs will work with you to find local accommodations if necessary. If you are traveling unaccompanied, we are authorized to find local accommodations with one of our contracted hotels. If you do stay at a local hotel, it is advisable to claim those TLE expenses when filing your travel voucher. For any specific questions regarding TLE entitlements, we recommend that you contact the Travel Section of the Accounting & Finance Office at 884-4110.