



**DEPARTMENT OF THE AIR FORCE**  
173D FIGHTER WING  
KINGSLEY FIELD OREGON

MEMORANDUM FOR ALL PERSONNEL

FROM: 173 FW/CC

SUBJECT: Policy on Troop Housing Usage

1. The Kingsley Field Troop Housing provides the Oregon Air National Guard with a cost effective means to furnish temporary lodging for ORANG members and others in official duty status.
2. The following categories of personnel are authorized to use Kingsley Field Troop Housing:
  - a. Military personnel and DoD civilian employees on TDY or permissive TDY orders.
  - b. ORANG traditional guard members, whose home of record is located outside the established Kingsley Field commuting area, when performing active or inactive duty training periods at Kingsley Field. Note1: these members are also referred to as "non-commuting" guard members. Note2: only single occupancy reserved rooms may bring immediate family members.
  - c. Non-commuting guard members on long tours or temporary AGR tours, but not to exceed 30 days without 173 FW/CC approval. Note: active duty (AD) members who occupy government quarters more than 30 consecutive days may lose their entitlement to Basic Allowance for Housing (BAH).
  - d. ORANG members and immediate family members in AD or technician PCS status and authorized Temporary Quarters Subsistence Expense (TQSE), but not to exceed the maximum TQSE time allowed.
  - e. All requests to use Troop Housing for persons not included in the categories listed above must be approved individually for the first 30 days by the Force Support Commander. Requests should be submitted in writing to 173FSF/CC, ext. 885-6418. Requested Additional days need Base Commander approval.
3. IAW AFI 34-246/ANG SUP 1, Paragraph 1.3.1, ANG Installations should first use military lodging accommodations within the surrounding area before securing commercial lodging for eligible unaccompanied personnel during periods of AD and Inactive Duty Training (IDT). Therefore, all non-commuting ORANG members assigned to Kingsley Field are authorized to use Troop Housing while performing AD and IDT.
  - a. The adequacy standards listed in AFI 34-246, Table 1-1, apply to AD members and DoD civilians. Kingsley Troop Housing quarters do not meet AF adequacy standards for some grades and ranks. ORANG members in AD status,

based on adequacy standards for their grade or rank, may elect to use contract quarters using the government travel card versus the Troop Housing at their option. However, all non-commuting members are encouraged to utilize Troop Housing so long as space is available.

b. The adequacy standards listed in Table 1-1, AFI 34-246 do not apply to members in IDT status. Section 631 of the National Defense Authorization Act for FY 2000 requires that the adequacy and availability of transient government housing (for members in IDT status) be determined by the installation commander. I have determined that Kingsley Field Troop Housing quarters are adequate for all grades and ranks at single occupancy. Non-commuting members are authorized to use Troop Housing and will be placed there in order of rank until full single occupancy (E-6 and above) is achieved, at which time remaining members will be placed in contract quarters at double occupancy.

4. When rooms are available, members will be expected to utilize on base housing. If rooms are not available in Troop Housing, the Troop Housing Manager will place members in contract quarters. Abuse of this will result in the member paying for their own lodging and not being issued a letter of non-availability. Contract quarters costs will be at government expense for members in IDT status. Members receiving per diem will pay their own commercial lodging costs using the government travel card and file a travel voucher for reimbursement. Assignment to contract quarters will be IAW Table 1-1, AFI 34-246 adequacy standards.

5. Reservations are required at least 3 days in advance. Exceptions will be made for emergencies. Rooms are available for UTA's, BUTA's, RUTA's, AT days, TDY and active duty orders. TDY and active duty will require leaving a copy of the orders with the Troop Housing office upon checking in. Reservations for UTA weekends must be made by 1600 on Thursday before the Drill. Failure to comply with the reservation deadline and causing a room to be used at the hotel will result in DSG's unit or the DSG themselves paying for the hotel room. Likewise, if rooms are reserved on base, and the DSG is a no show, the DSG or their unit, will be responsible for the cost of a hotel room (if any were used). **ULTIMATELY THE DSG WILL BE RESPONSIBLE FOR MAKING THEIR OWN RESERVATIONS OR CANCELLATIONS.**

6. Members need to adhere to the scheduled reservations, if the member has preference of roommates (E-5 and below) or suite mates in Troop Housing these requests need to be made in advance of the UTA. Once a reservation is made, changes will not be made without approval from the Troop Housing Office Manager.

7. Guests staying more than 5 consecutive days are exempt from daily housekeeping. However housekeeping will change towels, check bathrooms (clean as needed) and remove trash on a regular workday schedule. Sheets will be exchanged on request.

8. Guests are expected to complete and return their Registration form upon checking in, and if the office is closed to turn it into the office no later than 1

business day.

9. Guests are expected to maintain their rooms in a respectable manner.

10. The 173 FW /SVF MSgt Eric Medl ext. 885-6141, is the POC for Troop Housing usage. Requests for use of Troop Housing will be evaluated and monitored by this official to ensure use is consistent with AF/ANG standards.

JEREMY O. BAENAN, Colonel, ORANG  
Base Commander