UTA Member Lodging Responsibilities

** Lodging accommodations are a privilege the 916 ARW Commander extends to Airmen. Only Airmen living outside commuting distance (50 road Miles) of Seymour Johnson are authorized UTA lodging.

** **Reservations can be made up to TWO months in advance. UTA reservation cut-off is midnight, 10 days prior to UTA.**

** 916 ARW members are required to cancel hotel reservations **24 hours prior** to arrival. Otherwise, the member will be listed as a no-show, and reservation will be canceled entirely.

** 916 ARW will pay for UTA lodging coordinated through the ALRS system and/or the Wing Lodging Coordinator only.

** **Rescheduled UTA lodging** must be coordinated through the Unit Lodging Monitor. Members must have a completed AF 40-A.

** Members are responsible for making their own self-pay reservations through Southern Pines. This includes any status outside of Individual Duty Training (IDT) capacity.

Who Do I Call for Help?

** Follow your chain of command**

1st: Your Supervisor and/or Sponsor

2nd: Your Unit Lodging Monitor

3rd: Wing Lodging Coordinator
916FSS.FSV.LodgingRequest@us.af.mil/
919-722-5325

ONLY contact Southern Pines when scheduling outside of UTA.

** **If you're having Member ID and/or PIN issues:**

Contact your Unit Lodging Monitor

FY'25 LODGING RESERVATION DEADLINES

Reservations for scheduled UTAs must be made by the deadline dates below.
Rosters will be pulled & sent the following day.

DEADLINE	OCT	NOV	DEC	JAN	FEB	MAR
	OCT 9	OCT 23	NOV 27	JAN 1	JAN 22	FEB 19
DEADLINE	APR	NO MAY	JUN	NO JUL	AUG	SEP
	MAR 26 & APR 14		MAY 21		JUL 23	AUG 27

ALRS NUMBER 919-722-2377

ID NUMBER:_____ PIN:_____

916th Air Refueling Wing
Seymour Johnson AFB, NC

Automated Lodging Reservation System (ALRS) & ALRS Mobile

Login *ID:* _____
Pin: _____

Members have the choice to use the ALRS App or ALRS Call- In- System.

Both systems can be used to Reserve regularly scheduled UTA Lodging. Remember that members must make their own self- pay reservations for Annual Tour or other non-IDT status orders. ALRS cannot produce a "Non- Availability" letters.

The App **does not** reflect any reservations made via the Call-In System, but the Call-In system **does** reflect reservations made in the App. Both systems **do** communicate with the centralized ALRS system. If reservations/cancellations are made by phone, you will not see the reservation information under "My Bookings" menu on the App.

Tips to Help You Decide:

Use either system to make reservations, but know that Call-In reservations will not appear under "My Bookings"

If changing an entire reservation, use either system. If changing one day of a reservation, use the Call-In line.

KEEP YOUR INFORMATION UP TO DATE

Inform your Unit Lodging Monitor when any of the following information changes:
- Name
- Rank
- Phone Number
- Zip Code
This information is updated manually bythe Wing Lodging Monitor

AFTER HOURS ISSUES

After hours issues should be addressed with your Unit Lodging Monitor (ULM) first, then the Wing Lodging Coordinator. If neither can be reached, please contact Southern Pines for lodging at 919.722.0385.

**IMPORTANT! Contacting Southern Pines is <u>ONLY FOR AFTER HOURS</u> lodging in the event you are unable to reach your ULM nor the Wing Lodging Coordinator!

****ALRS CALL-IN SYSTEM (PHONE)****

1. Have your **User ID** and **PIN** available (obtain from your Unit Lodging Monitor).
2. Call **919-722-2377** and follow the prompts
3. Enter your User ID and PIN when requested
4. Enter arrival and departure dates when requested. Use the 6-digit format (mm/dd/yy)
5. Confirm your check in and check out dates
6. When asked, select "IDT (Unit Pays)
7. Confirm the provided phone numbers accuracy
Note: This is the phone number in your ALRS profile. If it is incorrect, provide the correct number to update your profile. ****
8. Confirm that all information is correct and conclude call.
9. Call ALRS to review your lodging information by selecting Option 4
If you do not complete Steps 1-8, your reservation WILL NOT be completed

CANCELING ANY RESERVATION

Whenever possible, cancel reservations in ALRS **before** the applicable UTA Reservations Deadline. In this case, you do not have to contact the off-base hotel to cancel and just need to cancel your stay in ALRS.

If cancelling **after** the UTA Reservations Deadline:
1. Call your assigned hotel to cancel the reservation directly (cancel NLT 24 hours prior to check in so you will not be counted as a no show)
2. Cancel your reservation in ALRS and contactyour Unit Lodging Representative.