

162D WING ROOM RESERVATION REQUEST

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 8013, Secretary of the Air Force: Powers and Duties, delegation by; and E.O. 9397.
PRINCIPAL PURPOSE: To register occupants of base transient quarters and charge for billing.
ROUTINE USE: By Base Services personnel to obtain transient quarters.
DISCLOSURE IS VOLUNTARY: However, failure to provide requested information may delay obtaining quarters.

Duty Satus: If other, please specify:

If switching from Inactive Duty Training to Active Duty Training, please fill out a separate form!

NAME (Last, First, MI) Group/Squadron RANK

ARRIVING (DY/MO/YR) DEPARTING (DY/MO/YR) TOTAL NIGHTS BILLETING OFFICE USE ONLY
Hotel/D-M POC, Date, Confirmation Number, Rate

UNIT MEMBER INFORMATION

Home Phone: City/State: Email:

Supervisor: Duty Phone: Supervisor Email:

Signature:

Remarks:

Date Submitted:

Lodging Office Coordination:

Action/Initials/Date: