

**Inn on Davis Monthan
520-228-3230 or 520-748-1500**

CONTRACT QUARTERS:
These contract quarters are available to the 162nd Fighter Wing personnel only through coordination with the 162nd Lodging Office. The 162nd Lodging personnel will make arrangements with these contract hotels.

Marriott Courtyard:
520-573-0000
2505 E Executive Drive
Tucson AZ 85756

Marriott Residence Inn:
520-294-5522
2660 E Medina Road
Tucson AZ 85756

Marriott Towneplace Suites:
520-294-6677
6595 S Bay Colony Drive
Tucson AZ 85756

The Hampton Inn:
520-918-9000
6971 S Tucson Boulevard
Tucson AZ 85756



Lodging Procedures

**162^D Force Support Squadron
Sustainment & Services Flight
162FSS/FSVL
1455 E. El Tigre Way
Tucson, AZ 85706**

Lodging POC : Candy Flores

Phone : (520) 295-6121

Office Hours : Tues-Fri 0600-1500

Email :

usaf.az.162-wg.list.services-lodging@mail.mil



After Hours Cell phone:

SMSgt Verdugo (520) 270-4681

MSgt Giarraputo (520) 979-6578



162nd WING LODGING PROCEDURES

Current as of NOV 2017

REQUESTING RESERVATIONS:

All requests for IADT reservations must be made at least **30 days** in advance through the 162W Lodging Office. The earlier reservation request are made the greater the likelihood of confirmation. **Any reservations made within two weeks of the required dates will be considered a late request. After two consecutive late request your First Sergeant/Supervisor will be contacted. Members in an UTA Status other than the Primary or Secondary UTA dates must provide a certified copy of the NGB 105.**

The unit pays for the lodging of traditional members who reside beyond the established commuting area and are in an inactive duty training status (IDT). The unit is not authorized to pay lodging for Guard members employed full time (AGR, air technician, JCNTF & state employees) for IDT unless required by military necessity. **Lodging is not authorized to pay for additional unauthorized personnel (spouse, children, significant others, and pets).** Lodging for new or relocated members whose names do not appear on the Lodging authorization listing will be paid for by the unit on a first time basis only. Proof of eligibility from the Military Personnel Flight will be required for any future request.

Members in an active duty status (AT) will be required to make their reservations through DTS NOT the lodging office. Any member in an active duty status (on orders) will be required to pay their lodging expenses with their Government Travel Card. These charges will be annotated on a Travel Voucher and submitted to Finance for reimbursement with the lodging receipt.

When members working UTA in conjunction with AT will have the Sunday night before the orders begin covered by the wing. The remainder of the reservations will be paid with the members GTC card. **Don't forget to do your DTS**

Lodging for all requested reservations will be scheduled for assignment at the Inn on Davis Monthan. Members will be assigned to a room in accordance with the minimum adequacy standards set forth in **AFI 34-135 & 162 WI 34-135 Air Force Lodging Program**. Members who fail to utilize available quarters at the Inn on Davis Monthan prior to using other accommodations may be subject to expenses incurred.

Members must notify the 162nd Lodging Office of any cancellations or changes to, lodging assignments. Members are responsible for last minute cancellations when the 162nd Lodging Office cannot be notified member will contact their designated place of lodging, on or off base. Members will then notify the 162nd Lodging Office during normal business hours or via voice mail/ email of changes made. Members who fail to notify the 162nd Lodging Office of cancellations or changes will be subject to expenses incurred. **If members chose to make their own reservations without going through the proper procedures the wing is NOT responsible for any expenses incurred.**

FRONT DESK PROCEDURES AT THE INN ON DAVIS-MONTHAN:

- A. Members must identify themselves as being a member of the 162W.
- B. Members must present military I.D
- C. Members must have Personal Credit/ Debit Card for incidentals and **NO SHOWS**. The 162nd Lodging Office **DOES NOT PAY FOR ANY NO SHOWS**
- D. Members on active duty must present a copy of their orders and their Government Travel Card for Payment.
- E. Members must return room keys and checkout at the front desk prior to departing.

WHEN QUARTERS AT THE INN ON DAVIS-MONTHAN ARE NOT AVAILABLE:

The 162nd Lodging Office will make arrangements at their designated contract hotels, as on-base lodging becomes unavailable. **All E-6 and below will be doubled up at contract facilities.** In the event you are scheduled at Davis Monthan Lodging for your assigned reservation and they have over booked, the front desk clerk should attempt to contact a 162nd Lodging representative. The 162nd representative will then contact a 162nd contract hotel and assign a room. **DO NOT UTILIZE DAVIS MONTHAN CONTRACT QUARTERS.**

Member must follow contract quarters instructions provided by 162d lodging personnel.

The lodging procedures are IAW with AFI 34-135 & 162WI 34-135 Air Force Lodging Program.