



**DEPARTMENT OF THE AIR FORCE
711TH HUMAN PERFORMANCE WING (AFMC)
WRIGHT-PATTERSON AFB OHIO**

MEMORANDUM FOR ALL USAFSAM TDY STUDENTS

FROM: USAFSAM/CC

SUBJECT: Lodging Policy

1. In an effort to maximize resources in today's cost-constrained environment, the United States Air Force School of Aerospace Medicine (USAFSAM) will reserve on-base lodging for our students.
2. **POLICY:** Department of Defense service members must use available government quarters when authorized travel to attend a course at USAFSAM. To facilitate this, the Wright-Patterson Inns will ensure rooms are blocked by course, for the number of students enrolled. If there is no availability at one of the properties managed by Wright-Patterson Inns, the member will receive a non-availability letter and be authorized billeting off base (students should verify lodging is within their per diem rate). If a student has a unique circumstance that requires off-base lodging, the student must submit a formal request in writing with the rationale to the Office of the Dean, Academic Management Branch. The approval authority for this request is the USAFSAM Dean. If a member has been directed to use government quarters but chooses to use unauthorized lodging instead, the member may not be fully reimbursed for expenses. Failure to abide by this policy may result in other administrative actions.
3. Students will follow the lodging instructions included in their course enrollment confirmation email. The email is sent to each student from the Academic Management Branch upon completion of registration. Students must contact Wright-Patterson Inns Guest Services at commercial (937) 257-3451 or DSN (312) 787-3451 and provide their Government Travel Card information to reserve one of the pre-blocked rooms in their name. In all instances, lodging must be contacted no later than three (3) days prior to the first day of class.
4. Students will report to Wright-Patterson Inns, 2439 Schlatter Dr., Wright-Patterson AFB, OH, Area A, upon arrival. For questions regarding this policy, please contact the Academic Management Branch at Commercial (937) 713-0989, DSN (312) 713-0989 or usafsam.edm.studentlogistics@us.af.mil.

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