

## **Air Force Space "A" Policy - 3 May 2004**

The following policy change is effective immediately; it is designed to reduce MAJCOM waiver requests to expand the Space "A" reservation window and maximize occupancy in AF Lodging. Lodging may accept and confirm reservations for Priority 2 (Space Available) guests (using the rules outlined in the next paragraph) up to 30 days in advance of the arrival date for up to three-night accommodations, space permitting based on actual and projected occupancy. This changes the current policy of only accepting Space "A" reservations 24 hours in advance.

When projected occupancy is 86% or greater, managers may make reservations up to three days in advance; when 85% or less, up to seven days in advance; when 80% or less, up to two weeks in advance; when 65% or less, up to 30 days in advance. Managers have the option to extend these windows if the opportunity exists based on seasonal occupancy.

Priority 1 customers will not "bump" Priority 2 customers with confirmed reservations, nor will they bump them once they are assigned quarters for a specific period of time, except in times of contingency, emergency, or when the installation commander determines higher priorities exist. Installation commanders may establish a policy limiting the number of days Space "A" guests may stay in on-base lodging to no more than 30 days a year.