

## Unit Lodging Monitor (ULM) Responsibilities:

- Serve as the unit's POC on all the IDT lodging reservation issues.
- Ensure members are fully briefed on the ALRS process and will issue the initial User ID and password for ALRS dial in and App use.
- Present authorized members with a Memorandum of Understanding and keep on file in their unit until member no longer authorized wing paid lodging.
- Attend mandatory quarterly meetings.

## Important 40A Notes:

- AO digital signatures are accepted.
- Wet signatures (with the AO's name legibly printed) on AF Form 40A will be accepted for unforeseen circumstances.
- Present 40A's ahead of scheduled duty, day of, or the next business day.
- Members will make every effort to contact their unit CSS/ULM to confirm 40A has been delivered to the 446 AW Lodging Team prior to, duty, day of, or the next business day

## Who to Contact for Help

- ✓ Your Unit Lodging Monitor
- ✓ Your Supervisor/First Sergeant
- ✓ Your Unit Commander
- ✓ Wing Lodging Team

**Do not the off base hotels regarding issues with ALRS.**

## Important Notes for Off-station UTA's:

The member should have a 1610 for this timeframe citing IDT (Non-ESP) fund cite. This will be filed the same as any other travel voucher. The order will state whether it should be filed in DTS or E-Finance (RTS).

## Mobile App Requirements

- iPhone (IOS 10 or higher)
- Android (Android) 5.1 or higher)
- Must be willing to accept text messages (\*fees may apply)
- Download through the respective mobile app store (Search **ALRS**)

# 446th Airlift Wing

## Automated Lodging Reservation System (ALRS)



**(253) 982-ROOM (7666)**

**Download the mobile app: ALRS**

### 446 AW Lodging Team

Office: (253) 982-2464  
After-Hours: (253) 677-7365

*As of: 17 May 2020*

## What is the Automated Lodging Reservation System (ALRS)?



The ALRS is an automated system to be used by all 446 AW AW personnel who are authorized lodging while in primary/alternate UTA status.

There are two ways to use – dial in or download the mobile app.

### Dial-In Directions

You can use the system to make, change, review and cancel reservations

Simply dial: (253) 982-ROOM

Enter your User ID and password when prompted

You will be asked to create a new 4- 6 digit PIN

**TIP:** Make your dial-in & app PINs the same

Enter reservations as MMDDYY  
ex: July 15, 2018  
would be entered as 071518

## Mobile App Directions

You can use the system to make, change, review, cancel reservations and find a map to your assigned hotel

-Enter your Mobile ID (Member ID) & PIN in the fields

Your initial PIN is your 10-digit mobile phone #

You will be asked to create a new 4-6 digit PIN

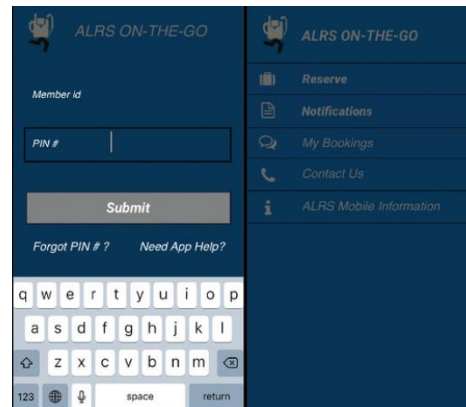
**TIP:** Make your dial-in & app PINs the same

To make reservations, use the “reserve” tab, select appropriate UTA dates (primary or alt), hit SUBMIT

There is a 2-min. time limit to make a reservation

The app will send a text message notification with your reservation confirmation and hotel information

From MY BOOKINGS-users are able to see specifics of their reservations



## Reservation Deadlines

Reservations are due Friday one week prior to each UTA .

Deadline applies even if you require lodging (alternative) UTA weekend

## Cancellation Deadlines

Cancellations must be made no later than the Wednesday of the week of the UTA

### Cancelling is a 2-part process:

- ✓ It must be done using the process you used to make the reservation
- ✓ You must acknowledge you confirm the cancellation.

*NOTE: If you do not receive a text message confirming your attempt to cancel contact your ULM*

## Late Arrival?

If you will be arriving late, **call the hotel and inform them of you late check-in**, otherwise you will be noted as a no show AND you will not have a reservation for the next night.

If rooms are available the next night, you may be required to pay out of pocket and will not be reimbursed for failure to comply.