



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON STUTTGART
UNIT 30401
APO AE 09107-0401

IMSG-ZA

10.9 NOV 2015

MEMORANDUM FOR All personnel residing in the USAG Stuttgart area of responsibility

SUBJECT: U.S. Army Garrison Stuttgart Command Policy Letter #30, Assignment of Government Lodging to Military and Civilian Personnel

1. REFERENCES: Army Lodging Standards for Service, Category 1, Standard 1-f.
2. PURPOSE: To establish policy for the effective management of Army Lodging Fund (ALF) units within the USAG Stuttgart community.
3. APPLICABILITY: This policy applies to all military (regardless of their Branch of Service) and civilians assigned to units, agencies, and activities located within the USAG Stuttgart community.
4. OBJECTIVE: To maintain quality of life within the community and meet the ALF occupancy of 80 percent set forth by the Department of the Army.
5. POLICIES:
 - a. To insure proper utilization of the ALF facilities within USAG Stuttgart, Certificate of Non-Availability (CNA) will be issued through the ALF.
 - b. The Installation Lodging Officer will establish a reservation system. Travelers are required to call the lodging office to obtain a reservation, or if lodging is unavailable, a control number for a CNA is provided.
 - c. All military or civilian personnel on Temporary Duty (TDY) will utilize the government facilities, to maintain occupancy rates within the USAG Stuttgart area of responsibility. This includes the Kelley Hotel on Kelley Barracks and Panzer Hotel on Panzer Kaserne.
 - d. CNAs will be controlled by the ALF and files maintained on the number of CNAs issued, to include control numbers. CNAs cannot be issued for prior dates, only for current and future dates.

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6. PROPONENT: The point of contact is the USAG Stuttgart Lodging Manager at DSN: 431-3395.

A handwritten signature in black ink, appearing to read 'G. K. Dickenson', written in a cursive style.

GLENN K. DICKENSON
COL, MI
Commanding