



DEPARTMENT OF THE AIR FORCE
97TH AIR MOBILITY WING (AETC)
ALTUS AIR FORCE BASE OKLAHOMA

7 September 2023

MEMORANDUM FOR FTU STUDENTS TDY TO ALTUS AFB

FROM: 97 AMW/CC
100 Inez Blvd, Bldg. 1
Altus AFB, OK 73521

SUBJECT: 97 AMW FTU TDY Student Lodging Requirements

1. Effective 1 October 2023, all students TDY to Altus Air Force Base attending FTU courses are required to use on-base government lodging. The 97 TRS, in coordination with the 97 FSS, will provide class rosters/start dates to prebook students into the Red River Inn no later than 7 days after course assignment..
2. In accordance with the Joint Travel Regulations (JTR) 020303, "when TDY, a DoD traveler must use the Integrated Lodging Program (ILP) facilities if available." Additionally, JTR 020303, Section B.1. states, "A DoD Service Member ordered to a U.S. installation must use adequate and available government quarters." Furthermore, JTR 020303, Table 2-14 states, "If a Service member is sent on TDY to a U.S. installation and the government quarters on that installation (not nearby) are adequate and available, he or she is required to use government quarters."
3. If lodging space is unavailable at the Red River Inn, students shall coordinate with Red River Inn, either in-person or by phone (580-481-7356), to receive a Certificate of Non-Availability (CNA) authorizing lodging off-base. CNAs shall not be obtained through DTS.
4. Exceptions to this policy must be approved by the 97 OG/CC in writing.

JEFFREY M. MARSHALL, Colonel, USAF
Commander