



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

01 December 2023

MEMORANDUM FOR Formal Training Unit (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. For eligible students, lodging accommodations will be made for you at the Red River Inn. If lodging reservations are not made for you, you are directed to contact the Red River Inn (580-481-7356) to reserve lodging. If lodging space is unavailable at the Red River Inn, students shall coordinate with the Red River Inn, either in-person or by phone, to receive a Certificate of Non-Availability (CNA) authorizing lodging off-base. CNAs shall not be obtained through DTS.
4. Alternative lodging reservations at any location other than the Red River Inn will not be made without prior written approval. If there are circumstances you believe make it essential for you to reside somewhere other than the Red River Inn, please notify the 97 TRS of your request for an exception to policy prior to your arrival at Altus Air Force Base. All exceptions to this policy must be approved by the 97 OG/CC (through the 97 TRS/CC) in writing.
5. Beginning 3 January 2024, violations of this policy will constitute a violation of FTU reporting instructions.
6. This memo supersedes the 97 AMW/CC memo dated 7 September 2023 on the same subject. Any questions regarding this guidance can be directed to the 97 TRS Student Affairs office at [97.trameworkflow@us.af.mil](mailto:97.trameworkflow@us.af.mil).

  
JEFFREY M. MARSHALL, Colonel, USAF  
Commander

**AIRMEN - MISSION - CULTURE**