



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

IMSG-ZA

23. 12. 2019

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

SUBJECT: USAG Stuttgart Command Policy Letter #29, Army Lodging Group Reservation Responsibilities and Procedures

1. REFERENCES: Army Lodging Standard Operating Procedure, Local Appendix 49-E, Reservations-Group Reservations and DODI 1015.11.
2. PURPOSE: To establish policy for the effective management of Army Lodging Group Reservations within the USAG Stuttgart community.
3. APPLICABILITY: This policy applies to all military organizations utilizing Army Lodging for group reservation blocks.
4. OBJECTIVE: To maintain quality of life within the community, support the primary mission of the Lodging NAFI (PCS and TDY guests), and meet the ALF occupancy of 80 percent set forth by the Department of the Army.
5. POLICIES:
  - a. Groups will delegate a single Primary and Alternate Point of Contact (POC) responsible for their Group. No other persons will be authorized to alter their Group Blocks. Only the Primary or Alternate POCs may change the Group's POC.
  - b. Army lodging will reserve group blocks with a completed and signed Group Commitment Form including method of payment to reserve the rooms. Once the group block is established, the Groups Coordinator will provide the Group POC a Group Reservation Confirmation, a Group Reservation Request form, and a Rooming List via e-mail that the Group POC may use to facilitate the reservations for their attendees.
  - c. Room blocks will be coordinated and managed IAW the SOP and as a professionally managed, business-based lodging program IAW DODI 1015.11 to ensure maximum utilization of Army Lodging Stuttgart Guest Rooms and to ensure access to both PCS and TDY Personnel.
  - d. Army lodging will reserve rooms without specifying a room type (ex. standard, extended-stay, or family suite). The Group POC must understand that Army Lodging may have to change reserved room types to manage their primary mission (in-house TDY and PCS guests). This means the nightly rate for the room may change without notice.

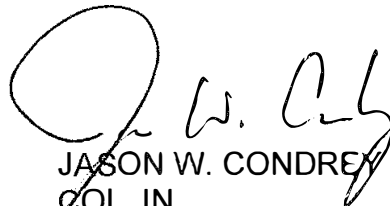
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f. Group POCs must provide a form of payment to guarantee the rooms blocked for their group and will be held financially accountable for rooms not cancelled or reserved by the day prior to arrival (also known as established cut-off date). The charge will be limited to one night's stay per room not cancelled or otherwise reserved. Fifty percent (50%) of remaining rooms not reserved will be cancelled and returned to hotel inventory fourteen (14) calendar days from arrival date of the group.

g. Due to annual PCS mission prioritization, there will be no group blocks allowed from 1 June to 31 August.

6. PROPONENT: The point of contact is the USAG Stuttgart Lodging Manager at DSN: 596-3395, Commercial 09641-70596-3395.



JASON W. CONDREY  
COL, IN  
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