



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 and Transient in/out of the USAG  
Stuttgart Area of Responsibility

SUBJECT: USAG Stuttgart Command Policy Letter #12, Reservation Priority and  
Assignment of Government Lodging

1. REFERENCES:

- a. Army Regulation (AR) 420-1, Army Facilities Management.
- b. Army Lodging Standards for Service, Category 1, Standard 1-f.

2. PURPOSE: To establish policy for the effective management of Army Lodging Fund (ALF) facilities within USAG Stuttgart.

3. APPLICABILITY: This policy applies to all military (regardless of their Branch of Service) and civilians assigned to units, agencies, and activities located within or transient to or out of the USAG Stuttgart community.

4. OBJECTIVE: To increase availability of accommodations on USAG Stuttgart installations for Permanent Change of Station (PCS) personnel during peak seasons and maintain quality of life within the community; to meet the ALF occupancy of 75 percent set forth by the Department of Defense.

5. POLICIES:

a. PCS SEASON PRIORITIZATION:

(1) In order to maximize utilization of the rooms at Army Lodging facilities, inbound and outbound PCS Guests are authorized to make reservations one year prior to their reporting date.

(2) Guests traveling on Temporary Duty (TDY) orders are authorized to make reservations 30 days in advance of their report date (arrival date).

(3) All personnel without official Department of Defense Orders, Space Available Travelers, are authorized to make reservations 7 days before arrival for up to 14 nights, and must pay entire stay in advance.

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(4) Once a reservation is confirmed, Army Lodging will not cancel or change that reservation or registration in favor of any other traveler, based on rank, travel status, or position.

(5) An additional 82 suites and connecting rooms will be designated, at the Panzer Hotel, as temporary pet rooms, to accommodate PCS guests and their families from 01 May until 31 October each calendar year.

b. CERTIFICATES of NON-AVAILABILITY:

(1) To maintain appropriate utilization of the ALF facilities within USAG Stuttgart, Certificate of Non-Availability (CNA) control numbers will be issued by the ALF.

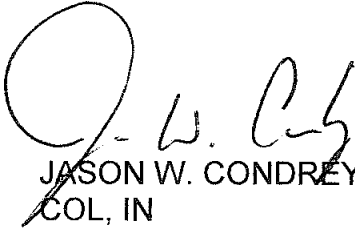
(2) The Installation Lodging Officer will establish a reservation system. Travelers are required to call the lodging office to obtain a reservation, or if lodging is unavailable, a control number for a CNA is provided.

(3) All military and department of defense civilian personnel in an official PCS or TDY Status will contact USAG Stuttgart Lodging to request reservations and a CNA when lodging cannot accommodate a traveler's stay. When space is available, official travelers will utilize USAG Stuttgart Lodging Facilities. This includes the Kelley Hotel on Kelley Barracks and Panzer Hotel on Panzer Kaserne.

(4) CNAs are controlled by the ALF. Files will be maintained on the number of CNAs issued, to include control numbers.

(5) Travelers are reminded of their responsibility to obtain CNAs prior to their arrival as CNAs cannot be issued for prior dates. CNAs can only be issued for current and future dates. USAG Stuttgart Lodging front desk staff will not provide certification of non-availability or memorandum covering past dates to certify non-availability.

6. PROPONENT: The proponent for this policy is Christopher A. Morris, Hotel Manager, Stuttgart Lodging, at DSN: 314-431-3395, CIV: 07031-41040 ext. 6005, E-mail: christopher.a.morris2.naf@mail.mil.

  
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