



440th Airlift Wing Automated Lodging Reservation System

What is the **Automated Lodging Reservation System (ALRS)**?

The ALRS is an automated reservation system utilized by reservists requiring lodging on Pope AAF or at a commercial hotel contracted by Pope AAF lodging during scheduled UTA weekends only.

Scheduled Unit Training Assembly (UTA) lodging requirements are considered Inactive Duty for Training (IDT) and are coordinated through the ALRS. The ALRS offers the reservist an assigned lodging location at the time of the call for the scheduled UTA as well as a late arrival option. If incorrect information such as non-UTA dates is entered into the ALRS by the caller the ALRS cannot continue to process the reservation.

How to Make a Reservation

Telephone: (910) 394-1291

Enter SSAN and PIN (first time use the last 4 of the SSAN)

Initial call to ALRS will prompt caller to change PIN # to a 4 - 6 digit number

Enter arrival dates (MMDDYY)

Enter departure dates (MMDDYY)

Confirm information by following through all voice prompts

Hotel name, address, and phone number are provided at the time of the reservation.

Reservists may make UTA lodging reservations up to 90 days in advance but **not later than noon Eastern Standard Time (EST) 10 calendar days prior to the scheduled UTA.**

The 440 AW pays for IDT status lodging that has been coordinated through the ALRS or through official channels of the host lodging activity (Airborne Inn). Any lodging secured by the reservist directly may be subject to the member's expense. Only eligible personnel are authorized to use the ALRS.

RESERVATIONS FOR DUTY OTHER THAN THE SCHEDULED UTA

For lodging reservations, the member must contact the Airborne Inn at (910) 396-7700 for all other types of duty to include Active Duty for Special Work (ADSW), Active Duty for Training (ADT), Annual Training (AT), Rescheduled UTA (RUTA) during a non-UTA weekday/weekend, Additional Flying Training Period (AFTP) or Additional Ground Training Period (AGTP). All personnel on orders will be asked to provide credit card information when making the reservation (Government Travel Credit Card is preferred). All members should provide orders, Form 40As, or TP Letters (AFTP) upon arrival.

NOTE: RESERVATION CHANGES OR CANCELLATIONS MUST BE MADE THROUGH THE SPECIFIC SOURCE UNDER WHICH THE RESERVATION WAS MADE (ALRS OR AIRBORNE INN).

Frequently Asked Questions:

Q: What do I do if I am performing a Rescheduled UTA (RUTA) and need reservations?

A: All RUTAs should be scheduled in advance by the member or the unit lodging representative. If the RUTA is on a weekday or non-UTA weekend, contact the Airborne Inn at (910) 396-7700. Upon arrival, members should have a Form 40A for approval to be direct billed for the 440 AW.

Q: How do I change my PIN if I forget it?

A: Contact 440 FSS at (910) 394-2216.

Q: What if I forget to make a reservation and just walk-in?

A: A specified number of rooms, both on base and off base, are scheduled in advance for UTA use. Individuals that “walk-in” cannot be guaranteed a room and risk losing lodging privileges.

Q: How do I make a reservation for AFTP (Additional Flying Training Period) or AGTP (Additional Ground Training Period)?

A: AFTP and AGTP are considered IDT status and as long as the training is on a scheduled UTA, then the ALRS can be used. Lodging for IDT training scheduled during non-UTA weekends or during the week must be coordinated through Airborne Inn.

Q: What if I have problems with the ALRS?

A: Contact 440 FSS at (910) 394-2216. All telephone calls made to the ALRS are maintained in a database. If you are having problems, we can troubleshoot the issue and address it.

What if I have special lodging needs?

Contact your unit lodging representative.

Q: What if part of my reservation is in a scheduled UTA status and part is either RUTA or while on orders (self-pay)? How do I make those reservations?

A: Call the ALRS and enter the reservation for the scheduled UTA dates. Next, contact the Airborne Inn at (910) 396-7700 for the orders or RUTA portion of the reservation. **Be sure to advise the Airborne Inn reservationist that you are performing work on orders or RUTA in conjunction with a UTA and give them the name of the hotel provided under ALRS.**

Q: What if I'm told by a representative at Airborne Inn to contact 440 FSS for an off UTA related reservation?

A: The 440 FSS lodging representative is involved in UTA-related reservations only. Otherwise, for all other duty periods or dates, Airborne Inn must assist the member.