

Transient Lodging Facility (Appropriated). FAC: 7441

CATCODE: 740443

OPR: AF/A1S

OCR: AFSVA, AF/A4CA

1.1. Description. Temporary lodging facilities (TLF) required to provide short-term temporary housing. Refer to AFI 34-246 for assignment policies.

1.2. Requirements Determination. TLFs are necessary when an official determination has been made that there is a continuing demand for such facilities and that the lack of such facilities imposes unacceptable hardships or inconvenience on their authorized users.

1.2.1. These determinations and a determination as to the number of living units required are developed from an analysis of the following data concerning requirements, on-base facilities, and off-base facilities within 16 km (10 mi) commuting distance of the installations involved.

1.2.1.1. A survey of private accommodations, including hotel/motel facilities, prevailing year-round rates (low, peak and average), and military discount rates which exist or could be obtained, and associated or related food service facilities.

1.2.1.2. Information as to the feasibility of government leasing of suitable private facilities and the cost of leasing.

1.2.1.3. The extent and nature of on-base accommodations (including messing facilities).

1.2.1.4. A review of monthly PCS traveler data for the past three years to identify saturation points. Separate the numbers of accompanied versus unaccompanied personnel to determine total potential customers and which seasons/months the TLF use is highest and lowest. Where applicable, gather data on base hospital outpatients and civilian/military friends and relatives of patients in Air Force hospitals. This data is available from base lodging managers using the property management system.

1.2.1.5. A statement as to why available or obtainable facilities cannot meet TLF requirements.

1.2.2. It is Air Force policy that the number of living units to be provided at individual installations may not exceed the average number of guests or number of families in PCS status during the six most active months of the year. The number of units and two bedroom/one bedroom mix shall be provided by AFSVA/SVOL. (T-1). Reference the Architectural Barriers Act guidelines to determine number of accessible rooms required.

1.3. Scope Determination. The scope used for programming, budgeting, and design is limited by very specific financial considerations and by market need as documented by a professional, in-depth market survey. The scope is also influenced by the Services NAF construction prioritization system, which encourages economy in scope and

composite facilities. The scope may also be influenced by PVAs, performed through Headquarters Air Force Services Agency. Refer to AFI 34-205, *Services Nonappropriated Fund Facility Projects*, and contact MAJCOM Director of Services or AFSVA/SVXF for current PVA criteria and guidelines. Support space is additive to that in living units. It may include circulation space and space to support the administrative, lounge, recreational, mechanical, and service requirements of the facility. The space varies depending on the number of living units, building configuration, and availability of adjacent facilities to support required functions. Where support space is provided in a detached structure or detached module, the facility is reported as Transient Lodging Support Building (CATCODE 740459).

1.4. Dimensions. It is Air Force policy to provide kitchenettes in all TLFs included in programs for new construction. These space criteria do not apply to living units in facilities built or acquired prior to October 1, 1972 or to units in leased commercial facilities. Reference Table 1 and the *United States Air Force Temporary Lodging Facilities Design Guide*.

1.5. Design Considerations. TLFs are designed to residential (i.e., Air Force family housing) construction standards and are to be architecturally compatible with the base environment. TLF units include kitchen facilities and accommodate a family of five. Facilities may be acquired by new construction, conversion, change in use of existing buildings, or leasing privately owned facilities. Consult the *United States Air Force Temporary Lodging Facilities Design Guide* for further guidance.

Table 1. Space Allowances for TLFs.

TLF Unit	Net Living Area		Gross Living	
	m ²	ft ²	m ²	ft ²
One Bedroom	55.9	602	88.1	948
Two Bedroom	73.3	790	114.1	1,228
Two Bedroom Accessible	80.5	867	120.8	1,300