



**DEPARTMENT OF THE AIR FORCE
6TH AIR MOBILITY WING (AMC)
MACDILL AIR FORCE BASE, FLORIDA**

1 Aug 2019

MEMORANDUM FOR MACDILL INN LODGING GUESTS

FROM: 6 FSS/FSVL MacDill Inn
7637 Bayshore Blvd. bldg. 350
MacDill AFB FL 33621-5502

SUBJECT: Air Force Lodging Transformation Update Guaranteed and Non-guaranteed Reservations

1. IAW with DOD Directive 18-007 dated 21 November 2018- Conversion of DOD Temporary Duty and Permanent Change of Station Lodging to Fully Nonappropriated Fund Operations.
2. MacDill Inn Lodging will become 100% NAF funded lodging operation effective 1 Oct 2019, this will require MacDill lodging to operate solely from NAF generated funds only.
3. **Guaranteed and Non-guaranteed Reservations.** Any reservation that is guaranteed for check in with a credit card and not checked-in by midnight will automatically go into a “no-show” status when the night audit is run. At 0500 the guest services representative will manually post the room charge in the guest’s folio. All guaranteed reservations will be charged one night’s room rate when a guest fails to call and cancel their reservation or does not show up to check into their room. No exceptions to above policy will be approved after 1 Oct 2019.
4. If you have any questions please feel free to contact me at 813-828-4259 x 2004.

PAUL A. W. CHONG, NF-IV
Lodging Manager