



## LODGING SPACE A (LEISURE TRAVEL) RESERVATIONS

For VAQ and VQ reservations the Lodging SA policy is as follows:

Occupancy	Length of Stay	Lodging Managers Guidance
90% or > Occ	Up to 3 days per reservation	SA Reservations can be made 5-days in advance
80% - 89% Occ	Up to 5 days per reservation	SA Reservations can be made 10-days in advance
79% or up to 15 days per reservation	Up to 14 days in advance	If occupancy is 79% or below, SA reservations can be made up to 120 days in advance. Exception: During the Holiday season: Thanksgiving through New Years, a reservation may be taken at any time without length of stay restrictions during the year to support the "Home for the Holidays" program.

For TLF reservations the Lodging SA policy is as follows:

Occupancy	Length of Stay	Lodging Managers Guidance
90% or > Occ	Up to 5 days per reservation	SA Reservations can be made 5 days in advance
80% - 89% Occ	Up to 7 days per reservation	SA Reservations can be made 10 days in advance
79% or < Occ	Up to 14 days in advance	If occupancy is 79% or below, SA reservations can be made up to 30 days in advance. Exception: During the Holiday season: Thanksgiving through New Years, a reservation may be taken at any time without length of stay restrictions during the year to support the "Home for the Holidays" program.

Note: During permanent change of station (PCS) season which runs from Jun 1 through Aug 31 annually, SA reservation for all TLFs including pet-friendly TLFs will be limited to 3 days in advance and for 3 days at a time to ensure military members PCSing with families have priority.

For all Business Suite (DV) reservations SA policy is as follows:

Occupancy	Length of Stay	Lodging Managers Guidance
E-9 - O-6	Up to 3 days	SA Reservations can be made 3 days in advance
O-7 -0-10	Up to 7 days	SA Reservations can be made 30 days in advance