

Departments of the Army and the Air Force  
National Guard Bureau  
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\*NGR 210-50

## Installations

### CHARGEABLE TRANSIENT QUARTERS and BILLETING FUND MANAGEMENT

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By Order of the Secretaries of the Army and the Air Force:

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**History.** This is a regulation revises NGR (AR) 37-109, Transient Housing Management, 1 October 1992. However, the Training Division (NGB-ART) of the Army National Guard Directorate is now charged with proponency for transient quarters management (NGR 5-3, Army National Guard Training Centers). This regulation is promulgated in compliance with this responsibility.

**Summary.** This regulation provides procedures for the operation and management of Chargeable Transient Quarters (CTQs), the handling of related furnishings and the management of a Training Site Billeting Fund for operating transient billeting. CTQs are used in the National Guard for Army National Guard unaccompanied personnel housing, guest housing facilities and temporary family housing.

**Applicability.** This regulation applies to all users and managers of the Army National Guard CTQ program, family housing, unaccompanied personnel housing, guest housing facilities, Distinguished Visitors Quarters (DVQ) and related furnishings that operate under the billeting fund.

**Proponent and exception authority.** The proponent of this regulation is the Chief, Training Division, Training Support Branch (NGB-ART-S), 111 S. George Mason Drive, Arlington, Virginia, 22204-1382.

**Management Control Process.** This regulation is subject to the requirements of AR 11-2, which provides guidance to ensure that the program maintains Army Management Control Process compliance. Appendix B of this regulation provides an assessment guide and checklist for conducting management internal control reviews.

**Supplementation.** Supplementation of this regulation is prohibited without the approval from the Chief, Training Division, Training Support Branch (NGB-ART-S), 111 S. George Mason Drive, Arlington, Virginia, 22204-1382.

**Suggested Improvements.** Users are invited to submit comments and suggested changes on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Chief, Training Division, Training Support Branch (NGB-ART-S), 111 S. George Mason Drive, Arlington, Virginia, 22204-1382.

**Distribution: B.**

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\* This regulation supersedes NGR (AR) 37-109, 1 October 1992.

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a. This regulation provides the Army National Guard policies and procedures for the establishment, management and operational maintenance of Chargeable Transient Quarters (CTQs) and the Billeting Fund Instrument for transient billeting. CTQ and fund management as a whole is combined to produce effective

program guidance. In addition, all customer personnel utilizing CTQs are governed under this regulation with no exceptions.

b. The intent of this regulation and policy change in reimbursement is to provide a basis for good business practices in the operation of CTQs and achieve parity with the Active Component on reimbursement for use of Government quarters that have a cost associated with maintaining the quarters. Particularly for schools, billeting will be provided to students from all components on an equal basis, regardless of training status.

## **1-2. References**

References used in this regulation are found listed in Appendix A.

## **1-3. Explanation of Abbreviations and Terms**

Abbreviations and special terms used in this regulation are explained in the glossary.

## **1-4. Responsibilities**

a. The Chief, National Guard Bureau, establishes National Guard policies and procedures governing the management of CTQ and billeting funds.

b. The Director, Army National Guard, acquires, manages and distributes resources in support of the CTQ and billeting funds.

c. The Chief, Training Division (NGB-ART), Army Guard Directorate, having proponency for all ARNG training centers, also has proponency for management of the CTQ and billeting funds, and is the primary point of contact between NGB and other Department of Defense agencies on issues regarding the CTQ and billeting funds of the ARNG of the States and Territories.

d. The Adjutant General (TAG) of the State/Territory:

(1) Establishes a CTQ program, with a billeting fund, when facilities meet the adequacy standards IAW AR 210-50, chapter 4. This reduces Government lodging expenses incurred by official users who would otherwise be housed off post due to lack of adequate quarters, in locations and circumstances where adequacy requirements would apply.

(2) Appoints a Billeting Fund Advisory Council at each training center where CTQs have been established.

(3) Appoints a fund manager for Billeting Fund Instruments that have been established.

(4) May delegate any or all of the preceding responsibilities to respective training center managers.

e. A Training Center Manager:

(1) Establishes a CTQ program and a billeting fund, as delegated by TAG.

(2) Is the Chairperson of the Billeting Fund Advisory Council, if a full-time training center manager.

(3) Provides recommendations to TAG for Billeting Fund Advisory Council appointments.

(4) Provides recommendations to TAG for appointment of a fund manager. (The fund instrument is a stand-alone, non-appropriated fund operating under State/Territory procedures in accordance with this regulation and State/Territory law and regulations. Therefore, depending upon the circumstances within a State/Territory, it may be desirable that the fund manager be an employee of the State/Territory when such personnel are available).

(5) Provides guidance to the training center's Advisory Council, Fund Manager, Housing Management Officer and/or other billeting employees on specific CTQ program policies and operations.

(6) Promulgates regulations and guidance for the training center's specific CTQ operations/services, adequacy issues, and local funds management.

(7) Establishes billeting fund management controls and directs an annual operational review in accordance with the guidance found in this regulation under Appendix B.

f. A training center's Billeting Fund Advisory Council:

(1) Will meet at least annually; additional meetings will be held as required.

(2) Is comprised of the chairperson, a minimum of four (4) other voting members (e.g. Facility Engineer, Supply Manager, Housing Manager, Administrative Officer) and the non-voting fund manager; additional appointments may be made as deemed necessary.

(3) Is responsible for making recommendations for improvements, acquisitions and procurements; discussing CTQ program problem areas; reviewing the budget; ensuring that money is expended properly; and establishing CTQ policy.

(4) Minutes will be taken at each meeting of the Council. They must be approved by the training center manager and maintained as a historical document.

g. The billeting fund manager, subject to the guidance of TAG and training center manager, will:

(1) Be responsible for billeting fund accounting. He or she will personally or through delegation:

(a) Maintain a general ledger with receipts collected.

(b) Maintain a billeting account and reconcile account bank statements. TAGs of States/Territories may elect to have their Army National Guard Installations Branch maintain the actual account authority in accordance with guidance from the National Guard Comptroller of the State/Territory.

(c) Maintain cash collections for all accounts.

(d) Make disbursements for expenses, property purchases, housekeeping and refunds. Make disbursements for payments of any insurance premiums as needed.

(e) Produce a monthly revenue report reflecting account activity.

(f) Calculate the service charge annually for approval by the United States Property and Fiscal Officer (USPFO). The service charges for both official and non-official use are determined by the billeting entity, using the formula found in Appendix C of AR 210-50 and the example provided in Appendix E of this regulation as a guide. The non-official use surcharge should closely mirror the Identifiable Incremental Costs (IICs) established by the installation.

(2) Meet, on a recurring and regular basis, with the Chairperson of the Billeting Fund Advisory Council to discuss account matters.

(3) Produce service specifications as the basis of janitorial, housekeeping and maintenance contracts, if the billeting fund, as an NAF, is paying for these services.

(4) Maintain janitorial, housekeeping and maintenance contracts (or ensure such contracts are maintained, if the responsibility is assigned to another agency, such as post engineers) or maintain such services through State/Territory employees, or other means as authorized by State/Territory law, statute or regulation.

(5) Ensure that the account and all supporting documentation are prepared for audit.

(6) Ensure that Billeting Fund Advisory Council personnel appointments are current.

(7) Ensure that the annual Billeting Fund Advisory Council meeting minutes are prepared for the training center manager's signature.

(8) Produce and distribute optional reports to advise the Billeting Fund Advisory Council of account activity, such as current value, money available and expenditures.

(9) Ensure that moneys are secure and regular deposits are made.

(10) Prepare billeting fund input to the Long-range Work Plan as directed.

(11) Prepare, or ensure preparation of, an Annual Work Plan and/or Budget as directed.

h. The Housing Management Officer will:

(1) Establish and maintain a reservation system for CTQs.

(2) Provide a system to collect payments, issue receipts and issue of keys for CTQs.

(3) Provide a system for non-availability in accordance with Joint Travel Regulation/Joint Federal Travel Regulation (JTR/JFTR).

(4) Ensure that a cashier's record is maintained by the local housing office and reviewed annually by the USPFO (or a designated representative). The Housing Manager, or assigned Clerk, may establish a method of depositing money when a fund manager is not available. Deposit receipts will be forwarded to the fund manager, or similar responsible official in the absence of a fund manager, for accounting.

(5) Recommend to the Billeting Fund Advisory Council the property purchases to be included on the budget.

(6) Procure authorized State/billeting fund property utilizing a procurement instrument (i.e., state purchase forms, DA Form 3953 or a modification of this form, if the State/Territory does not have an equivalent form).

(7) Account for all State/Territory billeting fund property (Federal Property is normally the responsibility of either the Federal Property Book Officer (PBO) or equivalent official, such as the training center Logistics Officer; thus separate property books should be maintained for each category of property, Federal or State/Territory).

(8) Maintain accountability of all invoices and receipts.

(9) Coordinate with the Construction and Facilities Maintenance Office (CFMO), Facility Engineer or equivalent official for building and grounds maintenance, repair of CTQs, housekeeping and janitorial services, and other repair and upkeep services, as appropriate.

(10) Ensure that purchase invoices and purchase instruments are turned-in to the fund manager.

(11) Report losses, damages, and thefts to the fund manager.

i. Billeting clerks and cashiers will adhere to guidelines within this regulation and the appropriate laws and regulations of the State/Territory to ensure that they understand the locally established policies pertaining to the CTQ program.

j. State/Territory Financial Manager (State/Territory Government; not the USPFO). Subject to the laws, statutes or other regulations of the State/Territory, it is recommended that the State Financial Manager, Auditor or equivalent official review the following areas once every third year, at a minimum:

- (1) Accounting of funds.
- (2) Accounting of State/billeting fund property.
- (3) Acquisition and procurement processes and procedures.
- (4) Disbursement procedures.
- (5) Vulnerability assessment.
- (6) Review of management controls.

k. The USPFO, or his/her designated PBO, will conduct an annual review, within 90 days after the end of each Federal fiscal year to ensure that the interests of the Federal Government are maintained. Annual reviews should include, but are not limited to accountability of the Federal property utilized in the support of the CTQ program.

l. The Director of Logistics:

(1) Will support billeting programs and soldier entitlements through provision of:

(a) Items included on the Common Table of Allowances (CTA) 50-909 necessary to provide adequate transient billeting, as allowed by Federal regulations.

(b) Common area expendable items such as toilet paper, paper towels, and hand soap.

(c) Laundering service for bed linens and towels in support of the CTQ program.

(2) Will ensure that those who utilize CTQs and are not entitled to the amenities in the preceding item (1) subsections (a) through (c), pay the calculated service charge or the training center IIC to reimburse the Federal Government for use of the quarters, utilities, and Federal supplies furnished within those quarters.

(3) May use available billeting funds after Federal means of acquisition and procurement have been exhausted in support of the CTQ program.

m. The Post/Facilities Engineer, Director of Public Works or equivalent agency head will:

(1) Maintain a housekeeping contract, if the training center manager assigns this responsibility.

(2) Prepare, or ensure preparation of, the Long-range Work Plan as directed.

(3) Review and endorse (concur/nonconcur), in coordination with the Chief, Facilities Maintenance Office, the billeting fund real property improvement plans.

n. The CFMO, in coordination with the Post Engineer (or equivalent), will review and endorse (concur/nonconcur) the billeting fund real property improvement plans.

## **Chapter 2**

### **Operation and Security**

#### **2-1. Policy**

a. The CTQ program is established to provide for the administration of and services for adequate transient accommodations for eligible personnel of all ranks on training sites. An ARNG training center, site or installation is not authorized permanent housing facilities, family quarters or guest housing; however, TAG may establish a CTQ program to provide that service.

b. Established CTQs are operated under a stand-alone Billeting Fund Instrument, which will not provide lodging for more than 179 days per calendar year for any person. Exceptions to the 179-day limit will be made only in the case of military necessity and must be approved by TAG unless he/she delegates this responsibility to the training center manager. DVQs are an extension of the CTQs, differing only in having a higher amenity standard. The CTQ operations are not intended and should not be used to circumvent Federal or State/Territory statutes or regulations against quarters competing in an inappropriate fashion with local civilian hotel/motel businesses. The policy and guidance provided herein is authoritative for issues under Federal jurisdiction or where no State/Territory law, statutes or regulations currently govern State/Territory issues in CTQ operations, but is advisory if that State/Territory has existing laws, statutes or regulations governing State/Territory personnel and property in CTQ operations.

#### **2-2. Authorized Occupants**

Authorized official occupants are all military personnel and DOD civilians assigned to the training center for official duty. TAG of the State/Territory may authorize the families of military personnel and DOD civilians, retired military personnel and employees of the respective State/Territory military department the use of the facilities. TAG, or the training center commander under his/her approval, may make additional authorizations for other governmental agencies such as forest services, departments of corrections, police departments and local community non-governmental organizations as appropriate, and in accordance with Federal and State/Territory regulations and directives. Such authorizations will not circumvent Federal or State/Territory statutes or regulations against quarters competing in an inappropriate fashion with local civilian hotel/motel businesses.

#### **2-3. Priority Assignment**

Priority for availability and assignment of quarters will be determined by the training center manager and approved by TAG for each respective State/Territory.

#### **2-4. Adequacy Standards**

a. All housing issued to personnel and support personnel who are performing duty in a field training status at an ARNG training center is considered adequate. Individuals who elect to stay in CTQs while their unit is in the field may be personally liable for such service charges without entitlement to reimbursement if not properly authorized by their command.

b. Adequacy standards are yardsticks to measure how well a particular transient lodging facility serves its intended use. They are applied after-the-fact and tend to be qualitative in nature. CTQ adequacy focuses not only on the size, configuration, condition, safety of the dwelling (building adequacy), but also on the service amenities, which tend to make the dwelling compatible with the contemporary standards of livability. Standards described in AR 210-50, chapter 4, serve as a guide and a basis for establishing a CTQ program. New construction for CTQs should conform to these standards. Examples of conditions that would support a rating as adequate include, but

are not limited to, semi-private or private room, semi-private or private bathroom; an example of minimal service amenity is housekeeping services, towels, soap, microwave, refrigerator and television. Additional amenities such as a VCR, a coffee maker, dishes, utensils, a fan and providing beverages are not mandatory, but add to the services offered by a particular CTQ program.

## 2-5. Assignment and Payment Categories

In compliance with Title 37, U.S.C., Section 404a "Travel and transportation allowances: temporary lodging expenses", the following guidance applies to occupancy of CTQs. (See also Appendix C)

a. Service members in the grades E-1 through O-6 may be assigned to CTQs by their respective commands. If assigned, or so directed by command authority, soldiers of all ranks will not pay the billeting charges with personal funds. CTQ charges will be paid by the command, through the appropriate State/Territory program manager to the billeting fund directly by check or through other means such as MIPR or IMPAC card.

b. The State/Territory Adjutant General may, at his/her discretion, assign senior field grade officers (grades O-5 serving in an O-6 position or O-6) to Distinguished Visitor Quarters (DVQs) in an annual training status; therefore, those officers would be entitled to reimbursement. A letter of authorization/assignment from TAG or delegated representative should be provided to the individual to authorize the reimbursement of the DVQ lodging.

c. Flag Officers (grades O-7 and above) may elect to utilize transient lodging where DVQs are available or may elect to stay off post without requirement for a statement of non-availability. The Flag Officer (or his/her representative) pays the cost, and submits a Standard Form 1164 with any required documentation for reimbursement of lodging costs.

d. Non-availability entitlement procedures are outlined in the JTR/JFTR.

e. All entitled reimbursements will be made by submitting DD Form 1351-2, except for those made by a Flag Officer. A Flag Officer or his/her aide de camp will ensure that an SF Form 1164 is submitted for reimbursements.

f. If all non-chargeable quarters are filled, CTQs may be utilized by any service member and reimbursed in any status, IDT, AT or active duty. Users must pay for the quarters and submit a DD Form 1351-2 to obtain reimbursement. Receipts will reflect authorization from the Post Commander or his representative for reimbursement due to non-availability of non-chargeable quarters, usually a non-availability stamp with authorized signature.

g. All the provided operating supplies are chargeable to the respective program execution code account of the training center, site or installation. Operations and Maintenance Army National Guard (OMARNG) may support janitorial but not housekeeping services. Among the funds which may be used to support reimbursement and required supplies are:

(1) OMARNG 2060, AT, travel and per diem, officers/enlisted (Quarters/ Lodging Reimbursement). A MIPR for groups may be issued if the receiving installation housing office accepts it as a means of payment.

(2) OMARNG 2065 funds are not authorized for use in supporting the CTQ and billeting funds, except that laundry, linen cleaning and furniture are chargeable to supply and services or logistics accounts.

## 2-6. Security

All quarters will have security locks. Security must at all times safeguard personnel, property and the buildings. Locking systems will be installed and programs will be established to promote the best security possible.

## **Chapter 3 Financial Management**

### **3-1. Billeting Fund Instrument**

The State/Territory Adjutant General or, if delegated by TAG, the training center manager or Installation/Post Commander, will ensure that billeting funds are established. Billeting funds are stand-alone instrumentalities of a State/Territory for a training center, and operated in accordance with the laws and regulations of a State/Territory. Collected funds may be maintained at a bank or a credit union, in an interest-bearing account whenever feasible.

### **3-2. Billeting Fund Accountability**

a. Financial records will be kept in accordance with accounting procedures established by the State/Territory Government's financial manager, Auditor or equivalent official. Questions regarding adequacy of record keeping should be addressed to this official. Some record-keeping examples are found at the end of this regulation. Basic records to be established include but are not limited to:

(1) Cashier's record, or similar turn-in document for collected funds.

(2) Receipts and invoices, or similar sequential numeric receipt designed to fit the needs of the post. A computerized receipt or pre-printed system requires minimal information for the installation (training center name and address), for individuals (customer's name and address, duration of use, rate and cost for reimbursement) and provides a tracking system for funds. The cost of pre-printed receipts is an administrative expense to the CTQ program.

(3) General ledger, or similar account activity tracking document. A locally-generated standard or simplified computer-based accounting spreadsheet is acceptable in most cases. Although highly recommended, a computer-based system is not mandatory, and the General Ledger may be a pen-and-paper based document; the only requirement is that it meets the State/Territory financial manager or auditor approval.

(4) Occupancy report tracking usage of CTQs (Used to calculate rates).

(5) Revenue statement; a summary of the financial report to show total accounting activity.

(6) Housekeeping billings & reconciliation record; a method for ensuring service billings match receipts.

(7) Bank statements, used to balance the checkbook.

(8) Purchase requests instruments; forms and documents for tracking and recording requests for and approvals of fund disbursements for and receipt of supplies and services.

b. All receipts and funds are turned into the fund manager as required by the Billeting Fund Advisory Council. Funds turned in by the Housing Management Office and/or cashier will be supported with a cashier's record (See blank example in Appendix D).

c. All fund disbursements will be supported by appropriate documentation, such as the following:

(1) Purchase Instrument. A state form, a DA Form 3953, or similar local form.

(2) Receiving documentation.

(3) Invoice or purchase receipts.

d. Assets (cash and property) generated through the billeting funds will be expended or used only to support the CTQ program. The use of billeting funds for facilities other than those coded on the facilities installation and stationing plan for CTQ use is not authorized.

### **3-3. Service Charges**

a. Service charges (room rates) will be approved by the USPFO and maintained by the training center. This will occur when the billeting fund is initially established and when a rate change is required. The service charge will not exceed 50% of the local JFTR authorized lodging rate, but must be sufficient to cover the housekeeping cost.

b. Room and rate charges are established to cover the costs of housekeeping services, operating expenses, furnishings and equipment that are not available through appropriated funds. Appendix C of AR 210-50 provides information on service charge calculation. Operations and Maintenance Funds available at the training center may be used at the discretion of the Commander within TAG's guidance and approval. Billeting fund revenue may be used for real property improvements in the absence of real property appropriated funds as endorsed by the Billeting Fund Advisory Council, the Post Engineer and the CFMO, and authorized by TAG.

### **3-4. Procurement**

a. All procurement actions will be accomplished IAW respective State/Territory procurement laws, statutes and regulations, and the applicable Federal Acquisition Regulations (FAR) and Defense Federal Acquisition Regulations Supplement (DFARS) sections.

b. Since customer use of facilities cannot always be predicted, the available money cannot be predicted. A long-range work plan and/or budget for the upcoming three years may be used by the Billeting Fund Advisory Council to plan and direct the use of funds. This provision allows for necessary acquisitions and continuous and day-to-day operations without calling a Billeting Fund Advisory Council meeting.

c. State/Territory service contracts for housekeeping must be formulated IAW respective State/Territory laws and statutes in clear, precise and detailed language to ensure quality control. Subject to the requirements of the State/Territory, the housekeeper and the fund manager will sign the contract, then forward it to the State/Territory financial manager or equivalent official for a reviewer signature prior to referral to the State/Territory purchasing agent or contracting officer for procurement action. In addition to the housekeeping contract, the fund manager will ensure that detailed janitorial specifications are also provided.

### **3-5. Property Accountability**

a. Property purchased with billeting funds will be properly marked to identify it as billeting fund account property.

b. The day-to-day housekeeping contract should include routine accounting for property.

c. All non-expendable property procured for CTQs from Federally appropriated funds are identified on the property book or other permanent hand-receipt maintained IAW AR 710-2 and DA Pam 710-2-1.

d. State/Territory property and billeting fund property will be identified and accounted for separately from Federal property. State/Territory and billeting fund property may be transferred to another billeting fund within the State/Territory if approved by the Billeting Fund Advisory Council. Disposal of Federal property will be in accordance with AR 200-1 and DD 4160.21 M.

e. The fund manager should maintain regular postings for depreciation of State/Territory and billeting fund procured property to maintain control of property value. Such postings should be performed at least annually.

### **3-6. Losses, Damage and Theft**

a. Collection action for Federal property, which is lost, damaged or stolen, will be initiated IAW AR 735-5. Appropriate action to contact local law enforcement officials will be initiated depending upon the situation.

b. All State/Territory and billeting fund property that is lost, damaged or stolen will be processed for collection of replacement costs IAW respective State/Territory laws and statutes. Monetary losses to the account due to administrative error will be adjusted if the amount is determined insignificant after yearly audits. If there is a significant finding, an investigation will be conducted to determine negligence. The training center manager will initiate appropriate action.

**Appendix A**  
**References**

**Section 1**  
**Required Publications**

**AR 210-50**  
Housing Management (Cited in paras 1-4, 2-4 and 3-3.)

**Section II**  
**Related Publications**

**AR 11-2**  
Management Control

**AR 200-1**  
Environmental Protection & Enhancement

**AR 710-2**  
Supply Policy Below the National Level

**AR 735-5**  
Policies and Procedures for Property Accountability

**CTA 50-909**  
Common Table of Allowances

**DA Pam 710-2-1**  
Using Unit Supply System (Manual Procedures)

**DD 4160.21-M**  
Defense Material Disposition Manual

**JFTR**  
Joint Federal Travel Regulation, Uniformed, Volume 1

**JTR**  
Joint Travel Regulation, DA Civilian, Volume 2, U7150.A.4.d.

**NGR 420-10**  
Construction and Facility Management Office Operations

**DFAS-IN Regulation 37-1**  
Finance and Accounting Policy Implementation

**Section III**  
**Prescribed Forms**

This section contains no entries.

**Section IV**  
**Referenced Forms**

**DA 2028**  
Recommended Changes to Publications and Blank Forms

**DA 2062**  
Hand Receipt/Annex Number

**DA 3328**  
Property Record

**DA 3953**  
Purchase Request and Commitment

**DD 1351-2**  
Travel Voucher or Subvoucher

**SF 1164**  
Claim for Reimbursement for Expenditures on Official Business

**Appendix B  
Assessment and Management Controls****Section I  
CTQ Program**

1. Is there an organizational chart depicting the overall structure of the CTQ program?
2. Is there a mission statement for the CTQ program?
3. Are all pertinent regulations, standing operating procedures, laws, policy letters available for CTQ operations?
4. Have key personnel been identified and trained to execute the CTQ program?
5. Are receipts controlled?
6. Is there a reservation system and non-availability register?
7. Are there good security standards for keys, funds, receipts, buildings and property?
8. Are property books maintained?
9. Are customer surveys utilized?
10. Are CTQs inspected for cleanliness and maintenance?
11. Is there a building and grounds maintenance/repair system for CTQs?
12. Is there evidence of continual improvements?

**Section II  
Billeting Fund Management**

1. Is there a fund manager appointed?
2. Is there a Billeting Fund Advisory Council appointed?
3. Are there minutes from the last annual Advisory Council meeting?
4. Is there a purchase instrument for procuring billeting fund property?
5. Are funds being kept in an interest bearing account if controlled by the fund manager when feasible?
6. Is there a general ledger for tracking activity to include occupancy?
7. Is there a cashier's record with incoming funds from cashiers?
8. Are all receipts accounted for?
9. Are non-official charges being forwarded to the USPFO?
10. Are housekeeping billings reconciled against receipts?
11. Do disbursements match invoices?

12. Is the checkbook balanced against bank statements?
13. Is overall account value, cash available and expenditures communicated to the Billeting Fund Advisory Council on an annual basis?
14. Is the service charge for official and unofficial rates approved by the USPFO?
15. Is there a contract with the maid/housekeeper and have all parties signed it IAW applicable state laws?
16. Are there janitorial specifications?
17. Is there additional insurance on buildings requiring coverage for non-official users?

**Section III**  
**Management Controls**

1. Has a management control process been established?
2. What are the key management controls?
3. Who performed the last evaluation of key management control and when?
4. Have previous deficiencies been corrected?
5. What standards are used to measure compliance and operational performance?

**Appendix C  
Reimbursement**

RANK	PAY STATUS	REIMBURSED DD Form 1351-2	REIMBURSED SF 1164	NOT REIMBURSED
E1-06	AT, AAT, IDT If command designates non-pay quarters.			X
E1-06	AT, AAT, IDT - If all non chargeable quarters are filled or authorized by the command.	X		
E1-06	AT, AAT, IDT TAG Approval for military necessity for DVQ or equivalent	X		
O7 & above	AT, AAT, IDT		X	
E1-06	ADSW, AGR, AD	X		
O7 & above	ADSW, AGR, AD		X	
ALL	FCS, TECH travel	X		

State duty reimbursement per Individual State regulations (SAD, SCS).

**Appendix D**  
**Example Format: Billeting Fund Cashier's Record**

**Billeting Fund Cashier's Record**  
**Instrument for the State of \_\_\_\_\_**

1. The following Cashier's record is completed for the period \_\_\_\_\_ thru \_\_\_\_\_.

2. The petty cash beginning balance (amount available in the safe) \$ \_\_\_\_\_.  
 \*\*\*\*\*

3. Second count \$ \_\_\_\_\_. From:  
 \_\_\_\_\_  
 (Cashier's count) (Cashier's Signature)

4. Receipts Issued: Beginning with # \_\_\_\_\_. Last Receipt issued: # \_\_\_\_\_.

5. Blank Receipts: Beginning with # \_\_\_\_\_. Last Blank Receipt: # \_\_\_\_\_.

6.	<u>Disbursed by Manager</u>	<u>Cashier Beginning</u>	<u>Cashier Ending</u>	<u>Collected by Manager</u>
a. Coins	\$ _____	\$ _____	\$ _____	\$ _____
b. Ones	\$ _____	\$ _____	\$ _____	\$ _____
c. Twos	\$ _____	\$ _____	\$ _____	\$ _____
d. Fives	\$ _____	\$ _____	\$ _____	\$ _____
e. Tens	\$ _____	\$ _____	\$ _____	\$ _____
f. Twenties	\$ _____	\$ _____	\$ _____	\$ _____
g. Fifties	\$ _____	\$ _____	\$ _____	\$ _____
h. Hundreds	\$ _____	\$ _____	\$ _____	\$ _____
i. Checks	\$ _____	\$ _____	\$ _____	\$ _____
j. Other	\$ _____	\$ _____	\$ _____	\$ _____

\*\*\*\*\*

7. Ending total cash count: \$ \_\_\_\_\_

8. Beginning petty cash amount: \$ \_\_\_\_\_ (From Line 2)

9. Net cash: \$ \_\_\_\_\_ (Line 7 minus Line 8)      10. \_\_\_\_\_ (Total Amounts Reflected on Receipts)

11. Cash short/over \$ \_\_\_\_\_ (Difference between Lines 9 and 10)      \_\_\_\_\_ (Print Cashier's name)

12. Fund manager review: \_\_\_\_\_ (Collecting/Reviewing Official's Signature)



**Step 4**

**Estimate Seasonal Occupancy Rates**

Time Period	# of Beds	Bed Days		%	Rooms
		Bed Days	Used		
Nov/Dec/Jan/Feb/Mar	9	1359	156	11%	1.03
Apr/May	17	1037	241	23%	3.95
Jun/Jul/Aug/Sep/Oct	29	4437	1391	31%	9.15
Yearly Averages =	18.7	6197	1788	29%	4.9 rms/day

**Step 5**

**Estimate Bed Days =** (Based on 4.9 rooms X 365 days = 1788.5) 1800

**Step 6**

**Estimated Income, from Additional Occupants** 58 X \$3.00 = \$174.00

**Step 7**

**Primary Occupant Daily Room Rate**

	<u>Non-official</u>	<u>Official</u>
Annual Operation Expenses	\$ 39,467.30	\$23,004.80
CPMC Expenses	<u>\$ 2,970.00</u>	<u>\$ 335.00</u>
Total Expenses	\$ 42,437.30	\$23,339.80
Income other than Service Charges	\$ -	\$ -
Estimate income from Additional Occupants.	<u>\$(174.00)</u>	<u>\$(174.00)</u>
Required Service Charges to Primary Occupants	\$42,263.30	\$23,165.80
Daily Room Rate for Official Primary Occupants	\$12.97	>>>>>>>> \$13.00
Daily Rm Rate, Non-Official (Excludes insurance)	\$23.48	
Non-Official User Insurance		
(User Insurance/Est. Users) \$328 Insurance Cost 36 Estimated Users	<u>\$9.11</u>	
	\$32.59	\$33.00 *****

**Glossary**

**Section I  
Abbreviations**

**AGR**

Active Guard/Reserve

**ANG**

Air National Guard

**ARNG**

Army National Guard

**AT**

Annual Training

**CFMO**

Construction and Facilities Maintenance Office

**CTA**

Common Table of Allowances

**DFARS**

Defense Federal Acquisitions Regulations

**DOD**

Department of Defense

**DVQ**

Distinguished Visitor Quarters

**FAR**

Federal Acquisition Regulations

**IAW**

In Accordance With

**IDT**

Inactive Duty Training

**IMPAC**

International Merchant Purchase Authorization Card

**JTR**

Joint Travel Regulation

**JTFR**

Joint Travel Federal Regulation

**MIPR**

Military Interdepartmental Purchase Request

**NAF**

Non-Appropriated Funds

**NGB**

National Guard Bureau

**OMARNG**

Operations and Maintenance Army National Guard

**PBO**

Property Book Officer

**TAG**

The Adjutant General

**USPFO**

United States Property and Fiscal Officer

**VCR**

Video Cassette Recorder

**Section II**

**Terms**

**Annual Work Plan**

A planning document that may be included with the current year's budget that identifies and schedules transient billeting facilities scheduled work and services according to resources available.

**Billeting Fund Advisory Council**

A council appointed by the State Adjutant General to provide policy, monetary and improvement recommendations for the transient billeting fund. The council should be comprised of a minimum of five voting members and the non-voting fund manager. The training center manager should chair the council.

**Budget**

A forecast of all revenue to be earned and expenditures to be made for a period of time, excluding the current year. Details of occupancy average daily rate, and expense types must be shown.

**Chargeable Transient Quarters (CTQs)**

A facility providing temporary accommodations for eligible military personnel of all grades, their family members and guests, and for eligible DOD civilians and their families at a cost. CTQs may be Unaccompanied Personnel Housing (UPH) facilities, Bachelor Officer Quarters (BOQs), Senior Enlisted Quarters (SEQs), Bachelor Enlisted Quarters (BEQs), DVQs, Guest Housing (GH) or General Officer Quarters.

**FISP**

Facilities installation and stationing plan. The Installation's identification record of all buildings, facilities, their uses, funding, capabilities and other information maintained at National Guard Bureau.

**Government Housing**

Includes both chargeable and non-chargeable quarters owned by the Federal Government or its instrumentalities.

**Housekeeping**

Non-personal services and duties which include but are not limited to making of beds and general cleanup of rooms, bathroom facilities, and the common areas in accordance with established specifications.

**Housing Management Officer**

A person appointed as the principal official responsible for management of quarters, billets or barracks of a training center, site or installation, either as a sole and primary responsibility or as an additional tasking.

**Identifiable Incremental Cost (IIC)**

Those costs an installation incurs that are directly related to usage by the supported unit and that the installation would not normally otherwise incur. IIC are itemized charges that require invoice, pay voucher, or similar document to back up the bill presented to the user. Examples include rental, placement and pick up of dumpsters and portable latrines, additional refuse pick up, grass mowing, insect spraying, and utilities for metered buildings.

**Improvement**

Alterations, conversions, modernizations, renewals, additions, expansions, and extensions that are for the purpose of enhancing rather than repairing a facility or system associated with established housing facilities or areas.

**Janitorial Services**

Non-personal services and duties which include but are not limited to transfer of trash and garbage to common collection points at facilities, ordinary cleaning, maintenance and repair of plumbing, heating/cooling and waste disposal systems, and similar and related services in common areas in accordance with established specifications which do not require technical expertise from training center engineers or other contracted specialists.

**Long Range Work Plan**

A planning document that identifies work and services for the five fiscal years beyond the period covered by the annual work plan.

**Military Necessity**

Military conditions or factors that, in the judgment of a Commander, require an individual to receive a benefit which he/she is not entitled to in order to carry out an essential operation or mission.

**Non-official User**

Any user utilizing facilities who has not been ordered to the training center or installation on an order, or does not otherwise qualify as an official user. This includes individuals whose home of record is within 50 miles of the training site and elect to stay in transient billeting facilities for personal convenience.

**Non-official User Surcharge**

The additional charge that is assessed an individual who is classified as a non-official user and who uses CTQ. The additional charge is assessed to cover the utilities, maintenance, repair and any other cost that becomes a cost to the Federal Government as a result of such non-official use. Individuals already paying IIC and OC are exempt from non-official surcharges.

**Official User**

An individual who is on official orders verbally or in writing for duty performed at a training site. This includes inactive duty training (IDT) for individuals who arrive before or remain after for the convenience of the Government.

**Service Charge**

It is the calculated rate that an official user or unofficial user pays for utilizing CTQ.

**Transient Housing**

A facility providing housing accommodations for eligible military personnel of all grades, their family members and guests, and for eligible DOD civilians and their families. A National Guard training center, site or installation

is not authorized permanent housing facilities, family quarters or guest housing; however, TAG may establish a CTQ program to provide that service.

**Section III**  
**Special Abbreviations and Terms**

This section contains no entries.