HEADQUARTERS
DEPARTMENT OF THE ARMY
Washington, DC 20310-2500
1 October 1992

*NATIONAL GUARD REGULATION (AR) 37-109

Financial Administration

TRANSIENT HOUSING MANAGEMENT

Summary. This regulation provides information and Army National Guard (ARNG) policy and procedure for the management of transient housing.

Applicability. This publication applies to all ARNG personnel and units in all States, Territories, and the District of Columbia.

Impact on the New Manning System. This regulation does not contain information that affets the New Manning System.

Internal Control Systems. This regulation is subject to the requirements of AR 11-2. It includes a checklist for conducting internal control reviews.

Supplementation. Supplementation of this regulaton is prohibited without prior approval from National Guard Bureau (NGB-ARC-FL), WASH DC 20310-2500.

Interim Changes. Interim changes are not official unless they are authenticated by the Director, Administrative Services. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. Users of this regulation are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to NGB-ARC-FL, WASH DC. 20310-2500.

Contents (listed by paragraph number)

Chapter 1	**Para**
General	
Purpose	1-1
References	1-2
Explanation of terms	1-3
Policy	1-4
Chargeable transient housing	1-5
Exceptions	1-6
Chapter 2	
Financial Management	
Fund organization	2-1
Fund accountability	2-2
Advisory council	2-3
Apropriated fund support	2-4
Charges	2-5
Procurement	2-6
Property accountability	2-7
Lost or damaged property	2-8
Administrative Reviews	2-9
Chapter 3	
Adequacy Standards	
Applicability	3-1
ARNG personnel	3-2
Active Army personnel	3-3
Other DOD personnel	3-4
Internal Control Checklist	

Chapter 1
General

1-1. Purpose

This regulation prescribes Army National Guard (ARNG) policies and procedures for ARNG units training at active component installations and at ARNG training sites. It applies to all ARNG personnel and units. All users, other than ARNG components, will be governed by their respective service regulations or negotiated agreements.

1-2. References

a. AR 37-100-XX, The Army Management Structure (AMS).

b. AR 37-106, Finance and Accounting for Installations Travel and Transportation Allowances.

c. AR 210-50, Housing Management.

d. AR 215-1, The Administration of Army Morale, Welfare, and Recreation Activities and Non-Appropriated Fund Instrumentalities.

e. AR 710-2, Supply Policy below the wholesale level.

f. AR 735-5, Policies and Procedures for Property Accountability.

*This regulation supersedes NGR 37-109, 15 August 1982

g. DA Pam 710-2-1, Using unit supply system manual procedures.

h. NGR (AR) 420-10, Real Property Operations Maintenance and OMARNG Minor Construction, Army National Guard.

i. JFTR Volume 1, Uniformed Service Members.

j. JTR Volume 2, Department of Defense Civilian Personnel.

1-3. Explanation of terms

a. Chargeable Transient Housing. Quarters which provide material amenities to enhance the quality of life, and may or may not include maid service.

b. DOD Personnel. Includes both military and DOD civilian employees.

c. Government Housing. Includes both chargeable and non-chargeable housing.

d. Identifiable Incrementa Costs (IIC) and Overhead Costs (OC). A per day charge which is levied against civilian and other than Army component users of training site facilities. This charge reimburses the federal government for funds appropriated to support the training site for Army component usage and which are expended to support utilization by other agencies.

e. Maid Service. The provision of maid service includes, but is not limited to the making of beds, general cleanup of rooms, bath facilities, and the general cleaning of common areas in accordance with established specifications.

f. Non-Chargeable Transient Housing. Quarters which provide, as a minimum shelter from the elements, minimal furnishings, and access to bath facilities.

g. Non-Official User. An individual who is--

(1) Not on official orders for duty performed at the training site.

(2) Not subject to payment of the current IIC and OC; and is not attending a scheduled training assembly. This includes individuals who arrive prior to and or remain after the scheduled training assembly for personal convenience.

h. Non-Official Use Surcharge. The additional daily charge which is assessed an individual who is classified as a non-official user and who utilizes chargeable housing. The additional charge is assessed to cover the utilities and recurring maintenance and repair which become a cost to the federal government as a result of such non-official use. Individuals paying IIC and OC are exempt from non-official use surcharges.

i. Official User. An individual who is--

(1) On official orders verbal or written for duty performed at the training site; or is

(2) Subject to payment of the current Identifiable Incremental Costs (IIC) and Overhead Costs (OC); or is attending a scheduled training assembly. This includes individuals who arrive prior to and or remain after a scheduled training assembly for the convenienc of the government.

j. Room Service Charges. The daily charge assessed to an individual who stays in housing which provide material amenities and may or may not include maid service.

k. Statement of Non-Availability. A statement provided to authorized personnel to reside off-post and receive reimbursement for housing when adequate housing is not available

l. Training Site. Any ARNG training site which is supported 100 percent from federally appropriated funds.

m. Training Status. Duty performed in Annual Training (AT), Active Duty Training (ADT), Active Duty Special Work (ADSW) Title 32, Active Guard Reserve (AGR) Title 32, or Inactive Duty for Training (IDT) status, regardless of entitlement to pay.

n. Transient Housing. Provides short-term accommodations for visitors to Active Component (AC) installation or ARNG training sites. Transient housing includes Unaccompanied Personnel Housing.

o. Unaccompanied Personnel Housing (temporary duty) (UPH (TDY)). Housing used to provide accommodations for visitors to AC installations or ARNG training sites for authorized personnel. These accommodations are designated Visiting Officers Quarters (VOQ) and Visiting Enlisted Quarters (VEQ) at AC installations to include Distinguished Visitor Quarters (DVQ). At ARNG training sites housing is designated as Senior Bachelor Officer Quarters (SBOQ), Bachelor Officers Quarters (BOQ), Senior Bachelor Enlisted Quarters (SBEQ), and Bachelor Enlisted Quarters (BEQ).

1-4. Policy

a. ARNG personnel who are performing duty at an active component installation or an ARNG training site for 20 weeks or more, and elect to reside in chargeable transient housing, will be required to pay such charges without reimbursement.

b. ARNG personnel who are performing duty at an active component installation or an ARNG training site for a period less than 20 weeks, and entitled to per diem will be required to pay charges and will be entitled to reimbursement not to exceed the actual cost of such billeting as limited by the locality lodging expense rate.

c. ARNG personnel who are performing duty in a training status, as defined in paragraph 1-3m above, at an active component installation or an ARNG training site for a period of less than 20 week, and not entitled to per diem, will be provided non-chargeable housing at no cost to the individual. Funds to support the cost of laundering linens as a result of issuance of such housing will be provided by the respective USPFO against the 2065 Operation & Maintenance, Army National Guard (OMNG); OTHER SUPPLIES, EQUIPMENT AND SERVICES account. Refer to paragraph 1-4d below when at an active component installation and non-chargeable housing is not available. (See **table 2-1** for various categories.)

d. ARNG personnel who are performing duty in a training status at an active component installation where non-chargeable housing is not available, or for duty performed where government housing is not available, will be provided housing at no cost to the individual. Said billeting cost will be supported by issuance of a purchase instrument by the USPFO (DD Form 1155, SF 44) to the installation billeting office or civilian contractor as appropriate (see **table 1-2** for appropriate AMSCO).

e. All housing issued to ARNG personnel who are performing duty in a training status is considered adequate. Individuals who are performing duty at an active component installation or an ARNG training site and elect to stay in chargeable housing for personal convenience will be personally liable for such service charges without entitlement to reimbursement.

f. ARNG personnel attending a military school at an ARNG training site in technician status will be provided housing commensurate with their military rank while attending school. Individuals who elect to stay in other than provided housing will pay for same with personal funds. Statements of Non-Availability for housing will not be issued to any student when student housing is available.

g. DOD personnel, other than ARNG personnel performing duty in a training status, who are performing duty at an ARNG training site may be issued a Statement of Non-availability if requested, and adequate housing is not available, and the individual's orders do not specify that all housing is considered adequate (subject to limitations of para 3-3).

h. USPFOs are not authorized to expend federally appropriated funds to support procurement of chargeable housing except as noted in paragraph d above.

i. ARNG training sites that are not 100 percent funded from federally appropriated funds and receive additional funding from their respective states are authorized to request local variation from this regulation. Variations must not deviate from the intent of this regulation and cannot introduce a lower level of fiscal or administrative control. Variations will be approved by the Director, Army National Guard.

1-5. Chargeable transient housing
A checklist on chargeable transient housing is provided at the back of this regulation.

1-6. Exceptions
Requests for exceptions to this regulation will be submitted to the Director, Army National Guard and will be considered on a case-by-case basis.

TABLE 1-1
ARNG Federally Appropriated Funds payment of Transient Housing Charges

Category	Payment or Reimbursement from Appropriated funds
ARNG personnel who are in an AD, ADT, or ADSW status for 20 weeks or more. **Ref:** 1-4a	**NO**
ARNG personnel who are in duty status for less than 20 weeks and RECEIVING PER-DIEM. **Ref:** 1-4b	**YES** Reimbursement ONLY
ARNG personnel who are in duty status for less than 20 weeks and NOT RECEIVING PER-DIEM and non-chargeable transient housing is NOT available. **Ref:** 1-4d	**YES**
ARNG personnel who are in duty status for less than 20 weeks and NOT RECEIVING PER-DIEM and non-chargeable transient housing is available. **Ref:** 1-4c	**NO**
ARNG personnel performing duty in an AT or IDT status. **Ref:** 1-4d and 1-4e	**NO** See paragraph 1-4d for authorized exceptions
Active Component personnel **Ref:** 1-4g and 3-3	**NO**

This table is intended to provide general information. Detailed guidance is provided at referenced paragraphs.

TABLE 1-2
AMSCO's properly chargeable for provision of chargeable housing when authorized IAW paragraph 1-4d

Type Duty	Appropriation	Account Title
AT	NGPA 2060	AT, Travel and Per Diem, Officers AT, Travel and Per Diem, Enlisted
ADT ADSW	NGPA 2060	Basic Pay, Other Pay and Allowances, Travel and Per Diem, Officers Basic Pay, Other Pay and Allowances, Travel and Per diem, Enlisted
IDT where directed to remain overnight	OMNG 2065	Travel, Per Diem and Transportation, Inactive Duty Training

Chapter 2
Financial Managem

2-1. Fund organization

a. Billeting funds will be established at each training site which provides chargeable housing services. The fund will be recognized as a separate, stand alone, State Non-Appropriated Fund instrumentality and will be organized under the guidance of each respective state/territory.

b. All state approved billeting funds will maintain a separate bank account. Consideration should be given to maintaining funds in an interest bearing account when feasible.

2-2. Fund accountability

a. Funds should be accounted for in accordance with respective state policy and guidance. The single entry, cash basis, or double entry accrual method may be used, however the single entry method is recommended as it provides adequate data to prepare financial statements and is a simple time saving accounting method.

b. All receipts will be turned in to the fund manager as required by the advisory council. Security of funds will be accomplished IAW applicable state regulations. Funds turned in will be supported, as a minimum, by the below identified documentation for the previous accounting period. Sample formats are provided at **figures 2-1** through **2-4**.

(1) Original receipts, sequentially numbered, **figure 2-1**.

(2) Cashier's Record, **figure 2-2**.

(3) Occupancy Report, **figure 2-3**.

(4) Non-Official Surcharge Sheet, **figure 2-4**.

c. The billeting fund will issue a check to the United States Treasury as a minimum on a quarterly basis for Non-Official use surcharges earned and will submit same to the USPFO on a DD Form 1131, Cash Collection Voucher, for credit to the BASE OPERATIONS, E REAL PROPERTY MAINTENANCE ACTIVITIES - TRAINING FACILITIES, account.

d. All billeting fund disbursements exclusive of paragraph c. above, will be supported by the following minimum documentation.

(1) Procurement instrument.

(2) Receiving documentation, signed by authorized individual.

(3) Invoice.

2-3. Advisory council

a. The Adjutant General will appoint an Advisory Council, and Fund Manager. The council will make recommendations to the Post Commander/Training Site Manager as to suggested procurements and local billeting policy. The council recommendations must be identified in printed minutes which have been approved by the Post Commander/Training Site Manager prior to execution of council recommendations. The appointed council will meet, as a minimum, on an annual basis; however, additional and or special meetings may be convened as required.

b. The council will normally be comprised of the Post Commander/Training Site Manager as chairperson, the fund manager, as a nonvoting member/recorder, and at least four voting members.

2-4. Appropriated fund support

a. The training site may support the maintenance and repair, and utility costs, subject to the availability of funds, of assigned billeting facilities which are identified on the Facilities Inventory and Stationing Plan (FISP) and are coded, IAW NGR (AR) 420-10, to receive such support.

b. The USPFO may support, subject to the availability of funds, requirements for Common Table of Allowance (CTA) 50-909 items necessary to provide adequate housing and required common area expendable items such as toilet tissue, paper towels, and hand soap.

c. Additional amenities desired, but not authorized IAW CTA 50-909, as well as the provision of maid service, if provided, will be supported with available billeting fund monies.

d. Billeting fund monies, when authorized pursuant to paragraph 2-6b, may be used to provide furnishings which would otherwise be provided as CTA 50-909 items and for real property improvements in the absence of federal funds for such expenditures.

2-5. Charges

Room charges and non-official use surcharges may be designated by the Post Commander/Training Site Manager subject to the limitations as identified below.

a. All room charges and non-official use surcharges will be documented as to rationalization for such and will be forwarded to the USPFO for approval. A copy of the USPFO approval will be maintained by the training site. Any increase to such approved charge will be reviewed and approved by the USPFO. This does not relieve the USPFO of the responsibility to conduct an annual review of the billeting account to include review of all room charges and non-official use surcharges.

b. Room charges must be sufficient to support the cost of maid service, if provided, and operating expenses as well as the procurement of additional amenities as recommended by the advisory council. Room charges will not exceed 25 percent of the JFTR authorized lodging rate for the training site locality.

c. Non-official use surcharges should be sufficient to support identifiable incremental costs incurred from the usage of billeting facilities by individuals who are not classified as official users.

d. A Non-official use surcharge is not assessed to any individual who is classified as an official user as defined in Chapter 1 paragraph 1-3i.

e. Sample methodology for determining transient housing charges may be found at AR 210-50, appendix C.

2-6. Procurement
All procurement actions should be accomplished IAW respective state procurement laws and regulations.

a. Items to be procured with billeting funds will be recommended by the advisory council, identified in meeting minutes, and approved by the Post Commander/Training Site Manager. Provisions should be established to allow for day to day operations without continual approval from the advisory council.

b. State Charge Accounts may be established to support procurement of anticipated repetitive requirements such as linen laundering and miscellaneous operating expenses. Charge accounts should identify personnel authorized to place orders and monthly dollar limitations of each individual as established by the council.

c. State service contracts for maid service should include contract clauses which allow quality control inspections and deductions for poor contractor performance. Contract performance specifications must be clear, precise, and detailed.

2-7. Property accountability
a. All non-expendable property procured from federally appropriated funds to support the billeting activity will be identified on the installation federal property book account IAW AR 710-2 and DA Pam 710-2-1.

b. A separate property book account or as a minimum an inventory list or other state approved procedures must be maintained by the billeting manager which identifies all billeting fund purchased items. All items procured from billeting funds will be labeled so as to be readily identifiable from other federal or state property.

2-8. Lost or damaged property
a. Collection action for federal property which is lost or damaged by personnel utilizing government housing will be initiated IAW AR 735-5.

b. Whereas the billeting fund is a state approved fund, all collection actions for the loss or damage of billeting fund property will be processed IAW with applicable state/territory policies and procedures.

2-9. Administrative reviews
a. The USPFO will conduct an annual review, within 60 calendar days of the beginning of each federal fiscal year, of established billeting fund accounts to insure that the interest of the federal government is maintained. Such annual reviews should include, but are not limited to--

(1) Review of receipts versus disbursements.
(2) Validity of service charges and non-official use surcharges.
(3) Payment of non-official use surcharges to the federal government.
(4) Accountability of federal property utilized in support of the billeting operation.

b. The Adjutant General will conduct a periodic review, as a minimum, biennially, of billeting fund accounts. Such reviews should include, but are not limited to--

(1) Accountability of funds.
(2) Accountability of billeting fund property.
(3) Procurement procedures.
(4) Disbursing procedures.
(5) Vulnerability Assessment.
(6) Review of Internal Controls.

_____ BILLETING FUND
BOQ/SEQ ASSIGNMENT

RECEIPT # _____

NAME: _____ RANK: _____ BRANCH: _____

UNIT: _____ DATE OF ARRIVAL: _____

ADDRESS: _____ DUTY STATUS: _____ # NIGHTS: _____

PHONE: _____ REMARKS: _____

A LATE FEE IS CHARGED FOR KEYS RETURNED AFTER 1100 HOURS

I HEREBY ASSUME RESPONSIBILITY FOR THE QUARTERS AND PROPERTY IN:

BLDG # _____ ROOM # _____ SIGNATURE: _____

DATE OF DEPARTURE	DAILY RATES	EXTENDED RATES	TOTAL CHARGES
_____	ROOM _____	_____	
	SURCHG _____	_____	_____

DATE PAID: _____ RECEIVED BY: _____

CHECK #: _____

Figure 2-1. Sample format for original receipts, sequentially numbered

_____BILLETING FUND
CASHIER'S RECORD

PERIOD of _____ thru _____

CHANGE FUND ISSUED: $ _____ RECEIVED BY: _____

RECEIPT ACCOUNTABILITY

RECEIPTS: BEGINNING # _____ ENDING # _____

CASH COUNT

QUANTITY	DENOMINATION	AMOUNT
	PETTY CASH	_____
_____	ONES	_____
_____	FIVES	_____
_____	TENS	_____
_____	TWENTIES	_____
_____	FIFTIES	_____
_____	HUNDREDS	_____
_____	CHECKS	_____

CASHIER ACCOUNTABILITY

TOTAL CASH AND CHECKS: $_____

LESS CHANGE FUND: $ (_____)

NET CASH: $_____

CASH OVER/(SHORT): $ _____

TURNED IN BY: _____ _____
(BILLETING CLERK) (DATE)

RECEIVED BY: _____ _____
(FUND MANAGER) (DOCUMENT CONTROL #)

Figure 2-2. Sample format for Cashier's Record

_____BILLETING FUND
OCCUPANCY REPORT

PERIOD of _____ thru _____

BLDG # _____ for _____ nights x $_____ = $_____

BLDG # _____ for _____ nights x $_____ = $_____

BLDG # _____ for _____ nights x $_____ = $_____

BLDG # _____ for _____ nights x $_____ = $_____

BLDG # _____ for _____ nights x $_____ = $_____

BLDG # _____ for _____ nights x $_____ = $_____

BLDG # _____ for _____ nights x $_____ = $_____

TOTAL NIGHTS: _____ TOTAL DOLLARSS EARNED: $_____

TOTAL SURCHARGE DUE U.S. TREASURY: _____

TOTAL PAST DUE AMOUNTS RECEIVED: _____

TOTAL ADVANCED CHARGES RECEIVED: _____

TOTAL LATE CHARGES RECEIVED: $_____

TOTAL COLLECTIONS: $_____

TOTAL ACCOUNTS RECEIVABLE: $_____

TOTAL PRIOR ADVANCE CHARGES RECEIVED: _____

TOTAL REFUNDS PAID OUT: $_____

TOTAL DEDUCTIONS: $_____

NET CASH THIS REPORT $_____

TOTAL NIGHTS: _____

LESS REFUNDED NIGHTS: (_____)

TOTAL CONTRACT QUARTERS: _____

_____ _____ _____
(DATE) (BILLETING CLERK) (FUND MANAGER)

Figure 2-3. Sample format for Occupancy Report

_____BILLETING FUND
OCCUPANCY REPORT

PERIOD of _____ thru _____

RECEIPT #	BLDG/ROOM	# NIGHTS	AMOUNT	REMARKS

TOTAL SURCHARGE DUE UNITED STATES TREASURY: $ _____

Figure 2-4. Sample format for Non-Official Surcharge Sheet

Chapter 3
Adequacy Standards

3-1. Applicability
This chapter applies to all individuals occupying training site housing.

3-2. ARNG personnel
All housing is considered adequate for ARNG personnel performing duty in a training status as defined in paragraph 1-3m. Whereas Annual Training is considered field training, it is expected that all personnel will be billeted together as would be the case when the unit would be deployed in the field. Therefore, personnel desiring accommodations to include amenities and maid service above that level, will pay for same with personal funds. Exceptions to this policy will not be considered.

3-3. Active Army personnel
Active Army Advisors/Participants who are involved in ARNG maneuvers, exercises (FTX, PX, MOBEX, etc), Army Training Evaluation Programs (ARTEPS) during AT or IDT will be provided housing (to include tentage) without charge and without regard to adequacy. Therefore, personnel desiring accommodations to include amenities and maid service above that level, will pay for same with personal funds.

3-4. Other DOD personnel
The determination of adequate housing for DOD components other than ARNG will be IAW applicable component regulations.

By Order of the Secretary of the Army:

JOHN B. CONAWAY
Lieutenant General, USAF
Chief, National Guard Bureau

Official:

E. DARDEN BAINES
Director
Administrative Services

Distribution: A

CHARGEABLE TRANSIENT HOUSING CHECKLIST

	Yes	No	N/A	REMARKS
1. Are non-official use surcharges being properly charged?				
2. Are surcharges returned to the USPFO in a timely manner?				
3. Are statements of non-availability provided to personnel not entitled to such?				
4. Are receipts being turned in as required by the Advisory Council?				
5. Are all receipts sequentially numbered and accounted for?				
6. Are all disbursements supported by a procurement instrument, receiving documentation, and invoice?				
7. Are all invoices for maid service verified against occupancy records?				
8. Are quality control inspections performed on the maid service contractor to insure compliance with contract specifications?				
9. Are invoice deductions taken for contractor non-compliance with contract specifications?				
10. Are invoice deductions for non-compliance with specifications documented to identify rationale for determination of deduction?				
11. Are procurements accomplished in accordance with state procurement law and regulation?				
12. Are procurement actions approved by the Advisory Council/ Training Site Manager prior to purchase?				
13. Has an Advisory council been appointed?				
14. Does the Advisory council meet at least annually?				
15. Are the published minutes approved by the Post Commander/ Training Site Manager?				
16. Has approval been obtained from USPFO for the current service charge and non-official use surcharge rates?				
17. Is a copy of the USPFO approval for service charges and non-official use surcharges on file and available				
18. Is all billeting fund property identified /separate from other federal or state property?				
19. Has all billeting fund property been posted to) the billeting fund property book record?				
20. Is a valid SOP in place?				

CHARGEABLE TRANSIENT HOUSING CHECKLIST --Continued

I have reviewed the Transient Housing Program within my organization and have supplemented this checklist when warranted. I hereby certify that the controls prescribed by this checklist, as amended, are in place and operational for my organization.

_____

Post Commander/Training Site Manager