

National Guard Regulation 5-3-1

Management

Army National Guard Billeting and Lodging Program

Army National Guard
Arlington, VA 22204
07 July 2015

UNCLASSIFIED

SUMMARY of CHANGE

NGR 5-3-1
Army National Guard Billeting and Lodging Program
07 July 2015

This revision-

- Updates References
- Updates Responsibilities
- Clarifies room rates will be IAW USPFO guidance
- Adds physical security section
- Updates Assessment and Management Controls
- Adds Lodging Fund Cashiers Record (DA Form 4082)
- Adds example of room rate calculations
- Replaces NGR 210-50, Chargeable Transient Quarters and Billeting Fund Management, dated 27 August 2004

Army National Guard
Arlington, VA 22202-3231
07 July 2015

*NGR 5-3-1

Management

ARMY NATIONAL GUARD BILLETING AND LODGING PROGRAM

By Order of the Director of the Army National Guard:

TIMOTHY J. KADAVY
Lieutenant General, GS
Director, Army National Guard

Official:


ANDY L. HALL
COL, GS
G3, Army National Guard

History. This regulation replaces NGR 210-50, Chargeable Transient Quarters and Billeting Fund Management, 27 August 2004. The Training Division (ARNG-TR) of the Army National Guard Directorate is charged with proponentcy for the Army National Guard Billeting and Lodging Program (NGR 5-3, Army National Guard Training Centers).

Summary. This regulation provides procedures for the operation and management of the Billeting and Lodging Program. The Billeting and Lodging Program supports the requirement for Army National Guard Garrison Training Center and Regional Training Institute transient personnel accommodations.

Applicability. This regulation applies to the Army National Guard/Army National Guard of the United States and all Army National Guard Billeting and Lodging Programs.

Proponent and exception authority. The proponent of this regulation is the Director, Army National Guard (DARNG), 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.

*This regulation supersedes NGR 210-50, dated 27 August 2004.

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 (ARNG-TRS), 111 S. George Mason Drive, Arlington, Virginia, 22204-1382.

Distribution: B.

Contents

Chapter 1

General Information

Purpose • 1-1, *page 3*

References • 1-2, *page 3*

Responsibilities • 1-3, *page 3, 4, 5, 6*

Chapter 2

Operations and Policies

Policy Authorized Occupants • 2-1, *page 6, 7*

Authorized Occupants • 2-2, *page 7*

Priority Assignment • 2-3, *page 7*

Official User • 2-4, *page 7*

Non-Official User • 2-5, *page 7*

Room Rates • 2-6, *page 7, 8*

Payment and Reimbursement • 2-7, *page 8*

Waivers • 2-8, *page 8*

Adequacy Standards • 2-9, *page 8*

Physical Security • 2-10, *page 8, 9*

Chapter 3

Financial Management

Lodging Fund Accountability • 3-1, *page 9, 10*

Program Authority • 3-2, *page 10*

Procurement • 3-3, *page 10*

Property Accountability • 3-4, *page 10*

Losses, Damage, and Theft • 3-5, *page 11*

Appendix A

References, *page 12, 13*

Appendix B

Assessment and Management Controls

Section I

Lodging Programs, page 13

Section II

Lodging Fund Management, page 13, 14

Section III

Management Controls, page 14

Appendix C

Example – Lodging Fund Cashier's Record, *page 15*

Appendix D

Example – Room Rate Calculations, *page 16, 17*

Glossary

Page 17, 18, 19

Chapter 1

General Information

1-1. Purpose

a. This regulation provides the Army National Guard policies and procedures for the establishment, management, and operational maintenance of Lodging and Billeting Programs to include its non-appropriated lodging fund. All personnel utilizing Lodging and Billeting Programs are governed under this

b. Lodging and Billeting Programs shall be established as professionally managed, business-based programs in support of readiness, mission accomplishment, and improved productivity by providing quality affordable lodging for military personnel. These programs shall be strategically planned, programmed, and executed using business management practices that fulfill mission requirements and meet fiscal, health, safety, regulatory, and force protection standards.

1-2. References

References used in this regulation are listed in Appendix A.

1-3. Responsibilities

a. The Chief, National Guard Bureau, establishes National Guard policies and procedures governing the management of the Lodging and Billeting Program.

b. The Director, Army National Guard, acquires, manages, and distributes resources in support of the Lodging and Billeting Program.

c. The Chief, Training Division (ARNG-TR), Army Guard Directorate, is the proponent for all ARNG Training Centers and is the primary point of contact for issues regarding the Lodging and Billeting Program.

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

(1) Establishes a Billeting and Lodging Program.

(2) Establishes a Lodging Fund, as required.

(3) Appoints a Lodging Advisory Council, as required.

(4) Appoints a Lodging Fund Manager, as required.

(5) May delegate any or all of the preceding responsibilities to respective Training Center Garrison

Commander/ Regional Training Institute Commander or designee.

e. ARNG Training Center Garrison Commander/Regional Training Institute Commander or Designee:

(1) Determines requirements for the lodging program.

(2) Oversees the Billeting and Lodging Program to ensure it is professionally managed, supports readiness, and complies with all fiscal, health, safety, regulatory, and force protection standards.

(3) Provides recommendations to TAG for appointment of the Lodging Advisory Council members and fund manager and ensures council personnel appointments are current.

(4) Provides guidance for the Training Center's specific Billeting and Lodging operations/services and local funds management.

(5) Establishes Lodging Fund management controls and ensures an annual operational review is conducted, in accordance with Appendix B.

(6) Provides input to the Construction and Facility Maintenance Officer (CFMO) for Training Center real property development and improvement plans.

f. Lodging Advisory Council:

(1) Is established in accordance with state/territory guidelines and should be made of up members who generally represent the interests and viewpoints of the beneficiaries of lodging activities and funds.

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

(3) Is comprised of, as a minimum five (5) voting members, one of whom serves as the chairperson plus the Lodging fund manager who is a nonvoting member.

(4) Governs, directs, and exercises general supervision through the lodging fund manager and ensures proper financial management based on the management reviews.

(5) Provides oversight and makes recommendations to the proper authority for the overall operation of the program.

(6) Ensures that historical documents are maintained in accordance with applicable retention requirements.

g. The Lodging Fund Manager:

(1) Responsible for fund management in accordance with Chapter 3, Financial Management.

(2) Ensures that the account and all supporting documentation are prepared for audit.

(3) Prepares financial reports for the Lodging Advisory Council.

h. The Housing Management Officer/NCO:

(1) Supervises all personnel assigned to the Billeting and/or Lodging Program.

(2) Develops employee handbook, standard operating procedures, and work schedules.

(3) Develops statements of work, position descriptions, and performance standards.

(4) Conducts performance appraisals.

(5) Establishes and maintains a reservation system.

(6) Provides a system to issue keys, collect and account for payments, provide receipts, and make deposits.

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

(8) Produces scope of work as the basis of janitorial, housekeeping and maintenance contracts.

(9) Maintains janitorial, housekeeping, and maintenance contracts.

(10) Prepares an annual work plan and/or budget as directed.

(11) Provides input to the Commander or designee for real property development, improvement, and furnishings and equipment replacement plans.

(12) Recommends supplies, furnishings, and equipment purchases to the Lodging Advisory Council.

(13) Ensures financial records are reviewed annually by the USPFO and appropriate state agency, as required.

(14) Establishes fiscal processes in accordance with Generally Accepted

Accounting Principles (GAAP.)

(15) Procures authorized Federal, State, Territory, or Lodging Fund property utilizing a procurement instrument and process approved by the Lodging Advisory Council, State Resource Manager, State Director of Logistics, or USPFO depending on funding source.

(16) Accounts for all Federal, State, Territory, and lodging property in accordance with applicable regulations.

(17) Coordinates with the CFMO and Chief, Public Works Division (DPW) for maintenance and repair of assigned grounds and facilities.

i. State/Territory Financial Manager or equivalent (not the USPFO) may conduct audits, reviews, and inventories of state or lodging program property in accordance with applicable state statutes or policies.

j. The USPFO or designee will:

(1) Ensure applicable reimbursement (surcharges) to the federal government for unofficial use of Billeting and Lodging facilities.

(2) Conduct an annual review (preferably within 90 days after the end of each Federal fiscal year) to ensure that the interests of the Federal Government are maintained.

k. The Logistics Division Chief (or DOL/G4 in the absence of on installation Logistics Office):

(1) Supports the billeting programs through provision of:

(a) Items included on the Common Table of Allowances (CTA) 50-909, based on Category Code (CATCD).

(b) Bed linens and laundry service, if required.

(c) Expendable items such as brooms, vacuum cleaners, mops, and trash receptacles, etc.

(d) May provide common area consumable items such as toilet paper, hand soap, and cleaning solvents, etc.

(2) Supports the lodging program through the provision of:

(a) Items included on the Common Table of Allowances (CTA) 50-909, based on Category Code (CATCD).

(b) May request the use of available lodging funds after Federal means of acquisition and procurement have been exhausted.

l. The CFMO, in coordination with the DPW:

(1) Develops the real property improvement plans.

(2) Provides Sustainment, Restoration, and Modernization (SRM) funds for the maintenance of Billeting and Lodging facilities.

(3) Assists with the calculation of surcharges (see Appendix D).

(4) May approve SRM and minor construction projects to be funded with Lodging funds for lodging facilities if federal funds are not available.

(5) Determines/validates requirements and authorizations for lodging and billeting facilities.

m. The DPW will:

(1) Prepare, or ensure preparation of, the Life Cycle Maintenance Plan.

(2) Oversees the preventative, predictive, and routine maintenance programs for all Billeting and Lodging facilities.

(3) Maintains Facilities Inventory and Support Plan (FISP) files and ensures the Billeting and Lodging Program real property is properly coded in accordance with DA Pam 415-28.

n. The Deputy Chief of Staff for Information Management will:

(1) Provide and maintain infrastructure to support Billeting and Lodging Program operations.

(2) Review and recommend commercial Information Technology (IT) purchases and services.

Chapter 2 Operations and Policies

2-1. Policy

a. The Billeting and Lodging Programs are established to provide for the administration of and services for adequate accommodations for eligible personnel of all ranks on ARNG Training Centers. An ARNG Training Center is not authorized federally supported permanent housing facilities; however, TAG may establish a state sponsored program to provide that service.

(1) The Billeting Program consist of the Transient Quarters and may be operated by either the Lodging Office or other staff elements, at the discretion of the Commander or designee, and manages facilities for which no amenities are provided. These facilities include Transient Open Bay Barracks and Transient Individual Troop Quarters.

(2) The Lodging Program operates and manages facilities where services and amenities are provided for which fees are collected. The Program is operated under a stand-alone fund in accordance with state laws or TAG policies. These facilities include Bachelor Officer/Enlisted Quarters (BOQ/BEQ) and Distinguished Visitor Quarters (DVQ). The Program may also include RV Parks, Recreational Facilities, or other hotel type facilities.

b. Billeting and Lodging Programs will not provide lodging for more than 179 consecutive days 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 Commander or designee.

2-2. Authorized Occupants: The Billeting and Lodging Programs will not unfairly compete with local businesses by ensuring that only authorized personnel stay in these facilities.

a. All DoD uniformed personnel, their family members, and guests.

b. DoD, DA, or NGB Civilian/Contract Personnel, their family members, and guests

c. Retired Military Personnel (with valid ID), their family members, and guests.

d. Service Academy/ROTC Cadets.

e. State Military Department Personnel/Contractors.

f. Federal, Non-DoD Entities.

g. Authorized Non-DoD Entities in accordance with DODI 1000.15, dated 24 October 2008.

h. City, County, and State Entities, as approved by TAG or designee.

i. Local Youth and Non-Profit Organizations, as approved by TAG or designee.

- j. Other Entities / Personnel, as approved by TAG or designee.

2-3. Priority Assignment

The purpose of the Billeting and Lodging facilities is to support Army National Guard training. The priority for other utilization will be determined by the Commander or designee.

2-4. Official User

Official users are DoD personnel in a temporary duty status that are:

- a. On an official travel order.
- b. Performing inactive duty training (IDT) and arrive before or remain after for the convenience of the Government or reside outside the local commuting area.
- c. Listed on a unit annual training order.
- d. On written or verbal orders by their Unit Commander to remain at the temporary duty station.
- e. Supporting a mission/emergency requirement as determined by the Commander or designee.

2-5. Non-official User

Any individual who does not qualify as an official user as defined by paragraph 2.4, and chooses to stay in Billeting or Lodging for personal convenience.

2-6. Room Rates.

a. Room rates will be approved by the Lodging Advisory Council and maintained by the Lodging Office. This will occur when the lodging fund is initially established and when a rate change is required. Room Rates are comprised of the following:

(1) Lodging Service Fee: This fee is established (see Appendix D) to cover the costs of services and amenities such as housekeeping services, cable/satellite television, lodging operating and administrative expenses, furnishings, and equipment that are not available through appropriated funds. All users of the Lodging Program pay this fee regardless of duty status.

(2) Surcharge: Federal appropriated funds cover the cost of utilities, routine facility maintenance, and the opening and closing costs of the facility for personnel in an official duty status. The USPFO will approve the surcharge. **Non-official users must pay this surcharge to reimburse the federal government for these expenses.**

b. The room rates will be calculated at a level that will generate sufficient revenue to cover all lodging operating costs and future capital improvements.

2-7. Payment and Reimbursement

a. Non-availability entitlement procedures are outlined in the Joint Federal Travel Regulation (JFTR) and may be further regulated by local policy.

b. All guests are responsible for ensuring payment of their personal lodging expenses. Anyone requesting reimbursement for expenses will use the Defense Travel System (DTS) or other respective organizational system of record.

2-8. Waivers

- a. The purpose of the Lodging Fund is to sustain operations in support of the program. The rates are calculated using actual expenditures and granting waivers creates funding shortfalls that cannot otherwise be recouped. Therefore, waivers should not be granted.
- b. The waiver authority for federal surcharges rests with the USPFO in accordance with NGR 5-1 paragraphs 6b and 7b.
- c. The waiver authority for lodging service fees rests with the Lodging Advisory Council.

2-9. Adequacy Standards

- a. All billeting facilities, other than Lodging Program facilities, issued to personnel who are performing Annual Training or IDT at an ARNG Training Center are considered adequate regardless of rank.
- b. Adequacy standards for existing billeting facilities will generally follow the guidance provided in NG PAM 415-12, Chapter 5, Table 5-3, within existing facility and funding limitations.
- c. New construction for billeting facilities will conform to the standards provided in NG PAM 415-12.
- d. Lodging facility adequacy focuses not only on the square footage, configuration, condition, and safety of the facility, but also on the service amenities which would make it similar to the mid-level (2 – 3 star) commercial hotel.

2-10. Physical Security

- a. All Billeting and Lodging facilities will be in compliance with applicable physical security regulations.
- b. Billeting and Lodging staff, Training Center Security personnel, and Military Police are authorized to conduct unannounced health and welfare checks.
- c. As a course of normal operations, shared bathrooms and open-bay billets will be restricted to same gender.
- d. All individual and semi-private rooms will have security locks on interior and exterior doors.
- e. Individual staying in open-bay billets, squad bays, and semi-private rooms should provide the means to secure personal items.
- f. Billeting and Lodging operations will maintain a positive key control program to maximize security. The preferred system is keyless entry.
- g. Closed Circuit Television (CCTV) is an authorized and encouraged means of providing additional security in common areas and exteriors of the Billeting and Lodging facilities.

Chapter 3 Financial Management

3-1. Lodging Fund Accountability

- a. Collected Lodging Funds will be maintained at a bank, credit union, or state account, in accordance with local laws and policies. Financial records will be kept in accordance with the accounting procedures established by the State/Territory

government's financial manager, auditor, or equivalent official. At a minimum, lodging programs should include:

- (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.
 - (3) General ledger, or similar account activity tracking document.
 - (4) Occupancy reports (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.
 - (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. Funds, receipts, and supporting documentation will be reconciled in accordance with local accounting procedures.
- c. All fund disbursements will be supported by appropriate documentation, such as the following:
- (1) Purchase Instrument. (a state form, DA Form 3953, or similar local form)
 - (2) Receiving documentation.
 - (3) Invoice or purchase receipts.
- d. Revenue generated through the Lodging Fund will only be expended in support of the Lodging Program. Property purchased with Lodging Funds will only be utilized by the Lodging Program.
- e. The use of Lodging Funds for facilities other than those coded on the FISP for lodging use is not authorized.

3-2. Program Authority: Operations and Maintenance Army National Guard (OMARNG) funds may be used to support the following:

- a. NGPA 2060 funds are authorized to support Soldiers utilization of Billets and Lodging.
- b. OMARNG 2065 funds are authorized to support Billeting and Lodging operations and supplies.
- c. OMARNG 2085 funds are authorized to support the construction of Billeting and Lodging facilities.
- d. Lodging Fund revenue may be used to meet real property requirements in the absence of real property appropriated funds as endorsed by the Lodging Advisory Council, the DPW, the CFMO, the USPFO, and authorized by TAG.
- e. Lodging fund may be used to contract for goods and services in support of the lodging program and in accordance with state laws and policies.

3-3. Procurement

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.

3-4. Property Accountability

- a. Property purchased with lodging funds will be properly marked to identify it as lodging/state property. Lodging/State property will be identified and accounted for separately from Federal property.
- b. The day-to-day housekeeping contract should include routine accounting for property. All federal property used in lodging operations will be inventoried annually. All lodging/state property will be accounted for in accordance with state laws and policies or procedures established by the lodging advisory council.
- c. All non-expendable property procured for lodging operations 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. All property with a dollar amount of \$500 or less shall be classified as expendable and therefore shall not be identified on the property book. However, all expendable property shall be managed and accounted for by the Lodging Program.
- d. State/Lodging property may be transferred to another Lodging Program within the State if approved by the Lodging Advisory Council. Disposal of Federal property will be in accordance with AR 200-1 and DD 4160.21 M.
- e. The Lodging Program should maintain regular postings for depreciation of State/Lodging fund procured property to maintain control of property value.
- f. All excess or unserviceable property used in Lodging operations will be disposed of in accordance with applicable state or federal laws, regulations, and policies.

3-5. Losses, Damage, and Theft

- a. Collection action for Federal property, which is lost, damaged, or stolen, will be initiated IAW AR 735-5.
- b. All State/Lodging property that is lost, damaged or stolen will be processed for collection of replacement costs IAW respective State laws, policies, or statutes.
- c. Internal controls must be established to protect Federal, State/Territory, and Lodging Program interests to ensure transparency and accountability.

Appendix A

References

AR 11-2

Management Control

AR 200-1

Environmental Protection & Enhancement

AR 420-1

Army Facilities Management

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 415-28

Guide to Army Real Property Category Codes

DA Pam 710-2-1

Using Unit Supply System (Manual Procedures)

DODI 1000.15

Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations

DD 4160.21-M

Defense Material Disposition Manual

DFARS

Defense Federal Acquisition Regulation Supplement

FAR

Federal Acquisition Regulation

JFTR

Joint Federal Travel Regulation, Uniformed, Volume 1

JTR

Joint Travel Regulation, DA Civilian, Volume 2

NG PAM 415-12

Army National Guard Facilities Allowances

NGR 5-1

National Guard Grants and Cooperative Agreements

NGR 5-3

Army National Guard Garrison Training Centers

DFAS-IN Regulation 37-1

Finance and Accounting Policy Implementation

Appendix B

Assessment and Management Controls

Section I

Lodging Program

1. Is there an organizational chart depicting the overall structure of the Lodging Program?
2. Is there a mission statement for the Lodging Program?
3. Are all pertinent regulations, standing operating procedures, laws, and policy letters available for Lodging operations?
4. Have key personnel been identified and trained to execute the Lodging Program?
5. Are there established housekeeping standards?
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 lodging facilities inspected for cleanliness and maintenance?
11. Is there a building and grounds maintenance/repair system for the Lodging Program?
12. Is additional liability insurance required for non-official users?

Section II

Lodging Fund Management

1. Is there a fund manager appointed?
2. Is there a Lodging Fund Advisory Council appointed?
3. Are there minutes from the last annual Advisory Council meeting?
4. Is there a purchase instrument for procuring Lodging fund property?
5. Are funds being kept in an appropriate account?
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 surcharge funds being forwarded to the USPFO?
10. Are housekeeping billings reconciled against receipts?
11. Do disbursements match invoices?
12. Are accounts balanced against bank statements?
13. Is a financial report provided to the Lodging Fund Advisory Council on an annual basis?
14. Are the room rates approved in writing by the USPFO?
15. Are contracts established in accordance with applicable state laws or local policies?

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 D
Example – Room Rate Calculations

The **Required Room Rate** is calculated by dividing **Total Operating Expenses** by **Bed Days**.

(Total Operating Expenses ÷ Bed Days = Required Room Rate)

Total Operating Expenses are the annual costs of doing business. These are examples of the types of items that could be added into the calculation, but it is not intended to be all inclusive.

Salaries and Benefits	250,000
Cleaning Supplies	15,500
Cable TV/Internet Service	35,500
Maintenance and Repair	7,000
Office Expense	6,000
Bank & CC Fees Expense	14,000
Linen Replacement	7,000
Guest Amenities Expense	6,500
Emergency Expense/Minor Construction	2,500
Furniture and Fixtures	10,000
Total Operating Expenses	354,000

Bed Days are calculated by multiplying the number of available rooms by 365 and multiplying that product by the anticipated occupancy rate.

Number of Available Rooms	129
(x 365 days)	47,085
Occupancy Rate	61%
Bed Days	28,722

Total Operating Expenses	354,000
Bed Days	28,722
Required Room Rate	12.33

Room Rate to be Charged*	12.50
Unofficial User Surcharge**	2.00
Unofficial User Rate	14.50

* This is typically the Required Room Rate rounded up to the nearest half-dollar.

** The Federal Government pays for utilities such as electricity, water, etc. Therefore unofficial users must reimburse the Federal Government for these costs. Work with USPFO and DPW to determine unofficial user surcharge rate.

Glossary

Section I Abbreviations

AGR

Active Guard/Reserve

ARNG

Army National Guard

AT

Annual Training

BEQ

Bachelor Enlisted Quarters

BOQ

Bachelor Officer Quarters

CATCD

Category Code

CCTV

Closed Circuit Television

CFMO

Construction and Facilities Maintenance Officer

CTA

Common Table of Allowances

DFARS

Defense Federal Acquisitions Regulations Supplement

DOD

Department of Defense

DODI

Department of Defense Instruction

DOL

Directorate of Logistics

DPW

Chief, Division of Public Works

DTS

Defense Travel System

DVQ

Distinguished Visitor Quarters

FAR

Federal Acquisition Regulations

FISP

Facility Inventory Support Plan

GAAP

Generally Accepted Accounting Principles

GPC

Government Purchase Card

IAW

In Accordance With

IDT

Inactive Duty Training

JFTR

Joint Federal Travel Regulation

JTR

Joint Travel Regulation

MIPR

Military Interdepartmental Purchase Request

NGB

National Guard Bureau

OMARNG

Operations and Maintenance, Army National Guard

PBO

Property Book Officer

SRM

Sustainment Restoration Modernization

TAG

The Adjutant General

USPFO

United States Property and Fiscal Officer

VCRD

Video Cassette Recorder Device

Section II**Terms****Annual Work Plan**

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

CATCD

A series of numerical codes used to classify and categorize Army real property. These code numbers are based on nine basic functional classes directed by the DOD.

FISP

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

GAAP

Generally Accepted Accounting Principles. The standard framework of guidelines for financial accounting used in any given jurisdiction. These include standards, conventions, and rules that accountants follow in recording and summarizing and in the preparation of financial statements.

Housekeeping

Services which include, but are not limited to, making of beds and general cleanup of rooms, cleaning bathroom facilities, and cleaning common areas in accordance with established specifications.