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Adjutant General's Department  
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OFFICE OF WEST VIRGINIA  
SECRETARY OF STATE

Camp Dawson

## BILLETING POLICY

Series 47

### 1. References:

- a. NGR 37-109, DTD 1 OCT 92, Transient Housing Management.
- b. JFTR, Volume I, Uniformed Service Members.
- c. JFTR, Volume II, Department of Defense Civilian Personnel.

### 2. Purpose:

This regulation establishes policy and procedures for the management of billeting operations at Army Training Site, Camp Dawson.

### 3. Responsibilities:

- a. The Adjutant General provides policy guidance to the Army Training Site (ATS) Commander for billeting operations and collection of charges for billeting services at Camp Dawson. The Adjutant General is the approving authority for all billeting charge waivers.
- b. The ATS Commander establishes procedures for daily operation of billeting services, to include collection, accounting, and depositing of billeting service fees.
- c. The Billeting Advisory Council makes recommendations to the Adjutant General on billeting policy and recommends procurement from the billeting fund to improve quality of life in Camp Dawson's chargeable quarters.
- d. The Billeting Fund Manager supervises daily operation of the billeting service office, accounts for billeting funds collected, and makes bank deposits in accordance with current State of West Virginia financial directives.
- e. The United States Property and Fiscal Officer (USPFO) reviews on an annual basis the service charges for billeting fees paid at Camp Dawson for reasonableness and the propriety of costs paid by the Federal Government.

### 4. Categories of Usage:

Utilization of facilities and billeting for quarters is classified into three categories:

#### a. Official Users:

(1) Department of Defense personnel on official verbal or written orders for duty performed at Camp Dawson.

(2) Personnel attending a scheduled IDT training period. This includes:

(a) Personnel who arrive prior to or remain after a scheduled training assembly for the convenience of the government.

(b) Personnel directed by their unit commander to arrive on the evening prior to the beginning of a scheduled multiple unit training assembly (MUTA) or annual training.

(c) Personnel who live in excess of 50 miles from Camp Dawson and are required to report for duty no later than 0800 hours the following day.

(3) The Adjutant General and Division of Engineering and Facilities employees ordered to Camp Dawson in the interest of the federal government. This includes state employees performing maintenance, construction contracts, environmental, or other related activity at Camp Dawson in support of federal or state owned facilities.

(4) Personnel who are subject to payment of the overhead charge.

#### b. Non Official Users:

(1) Department of Defense personnel not on official orders and not performing duty at Camp Dawson in the federal interest.

(2) Active and reserve component personnel on pass, leave, or not in an official duty or training status.

(3) Retired members of the military to include all active and reserve components.

(4) Dependents of non official users to include the spouse and children.

**c. Non Military Users:**

Personnel not a member of a Department of Defense Agency or not paying overhead charges.

**5. Billeting Policy:**

a. Quarters at Camp Dawson are considered adequate regardless of military rank or civil service grade for all members of the Army National Guard.

b. Statements of Non Availability will not be issued to ARNG personnel in an official user's status if quarters are available. DOD personnel, other than ARNG, may be issued a Statement of Non Availability if requested, and adequate housing are not available, and the individual's orders do not specify that all housing is considered adequate.

c. Personnel may be assigned to chargeable housing and be eligible for reimbursement of billeting fees when either non chargeable housing is not available or is not practical due to energy conservation measures or other economic considerations.

(1) Generally, billeting for less than 20 personnel in non chargeable housing is not available or is not practical due to energy conservation measures or other economic considerations.

(2) Personnel below the grade of E7 will not be housed in chargeable quarters unless non chargeable housing is not available or is not practical due to energy conservation measures or economic considerations.

(3) The Training Site Manager or Billeting Officer will review and approve all such assignments to chargeable housing prior to the quarters being assigned.

d. Official users of Camp Dawson have priority of assignment for chargeable and non chargeable billets. Non official and non military users of Camp Dawson will be assigned quarters based on the availability of space.

e. Billing for children six years - sixteen years of age, and spouses who are accompanying official, non official, and non military users will be at one half the billeting charge paid by the user. Children below six years of age staying with family will be exempt from billeting fees.

f. Civilian guests accompanying official or non official users will be billed as non official users.

**6. Billeting fees:**

Billeting fees will be collected based upon the schedule outlined in Table I.

a. Users of chargeable housing will pay billeting fees upon registration during normal billeting office hours.

b. Normally, direct billing by the Camp Dawson Billeting Office to the USPFO for West Virginia for chargeable housing used by individual members of the West Virginia Army National Guard will not be authorized.

c. Official users may be reimbursed on a travel voucher if authorized per diem by appropriate travel order or if assigned chargeable housing when non chargeable housing is not available or practical due to energy conservation or other economic considerations.

d. Official users electing to stay in chargeable housing when non chargeable housing is available become liable without reimbursement for payment of billeting fees.

e. Non ARNG official users, to include all DOD components, may contract for chargeable housing by using approved procurement procedures payable to the West Virginia National Guard Billeting Fund.

f. The Adjutant General (TAG) may waive and/or alter billeting charges for those individuals and units/ organizations who perform dedicated site support, provided a cost/benefit analysis is positive, or who are in support of special TAG approved programs, such as Youth Leaders and Kids Kamp. Requests for waivers of Camp Dawson billeting charges should be submitted in writing to TAG thru Commander, Army Training Site, ATTN: Training Site Manager, NLT 60 days prior to arrival.

**7. Procedures:**

a. All non official and non military use surcharges collected require reimbursement by the Division of Engineering and Facilities (DEF) to the USPFO for quarters that are listed on the FISP.

b. The DEF will account for billeting costs (NGR 37-109) and establish an audit trail for non military user fees.

c. The forms used to account for non official and non military users are the guest folio and ATS Form 3.

(1) The guest folio is a computer generated receipt indicating the user's name, status, billeting fee, and registration number. Distribution of this form is as follows:

COPY 1: User

COPY 2 and 3: Forwarded to DEF at the time a bank deposit is made.

COPY 4: Camp Dawson Billeting Office.

(2) ATS Form 3 is a daily capitulation form which records the daily bednight and receipt totals. The original of each ATS Form 3 is forwarded to the DEF with the guest folios each time a bank deposit is made for billeting funds.

#### 8. Group Billeting Mutual Agreements:

a. Group billeting fees may be paid through execution of approved procurement procedures.

(1) When Standard Form 1155 is used, the unit's FAO will send a copy to the Billeting Office indicating a dollar amount allocated for contract quarters.

(2) Upon completion of the unit's stay, the Billeting Office will submit the unit's folio to the supporting FAO for payment to the West Virginia Army National Guard Billeting Fund, Camp Dawson, Kingwood, West Virginia.

#### 9. Credit Adjustments:

On a quarterly basis, the DEF will prepare a credit adjustment to the Training Site Funding Agreement to ensure reimbursement for all non official bed night use at Camp Dawson.

#### 10. Billeting Property Management:

a. All non-expendable property procured from federally appropriated funds to support billeting will be identified on the Army Training Site federal property book account.

By Order of the Governor:

b. A separate inventory list will be maintained by the DEF which identifies all billeting fund purchased items not procured from federal resources. DEF will conduct periodic inventories to verify quantities on hand. All items procured from billeting funds will be labeled as State property so as to be readily identifiable from other federal property.

c. An inventory of all billeting fund property will be conducted by the Billeting Officer on an annual basis and the results reported to DEF.

Table I  
Billeting Fees (Effective 1 October 1997)


Building Number	Official Users	Non Official User	Non Military User
101	\$20.00	\$21.50	\$28.00
104	\$14.00	\$15.50	\$22.00
106	\$10.00	\$11.50	\$18.00
301*	\$8.00	\$9.50	\$14.00
302	\$12.00	\$13.50	\$20.00
303	\$12.00	\$13.50	\$20.00
304	\$12.00	\$13.50	\$20.00
305*	\$5.00	\$ 6.50	\$10.00

\* Bedmaking not provided

Maximum Rate Charges for Building 101 (per night) are as follows:

Official Users	Non Official Users	Non Military Users
\$60.00	\$65.00	\$75.00

1. The above rates will be charged as a maximum (ceiling) fee to a group or family utilizing Building 101.

  
ALLEN E. TACKETT  
Major General, WVARNG  
The Adjutant General