



Headquarters  
Army National Guard  
Arlington, VA 22204-1373  
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## National Guard Regulation 5-3-1

### Management

#### ARMY NATIONAL GUARD UNACCOMPANIED HOUSING PROGRAM

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##### PER ORDER OF THE SECRETARY OF THE ARMY

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**History.** This regulation supersedes NGR 5-3-1, dated 07 July 2015. The Training Division of the Army National Guard Directorate is the proponent for the Army National Guard Billeting Program per NGR 5-3, Army National Guard Garrison Training Center. Follow on publications and updates will come from the G-9.

**Summary.** This regulation provides procedures for the operation and management of the Unaccompanied Housing (UH) Program. The UH Program supports the requirement to provide UH to support collective and individual training.

**Applicability.** . This regulation applies to all existing and proposed Army National Guard UH Programs.

**Proponent and exception authority.** The proponent of this regulation is the Chief, Training Support, Training Division, 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.

**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 Support, Training Division, 111 S. George Mason Drive, Arlington, Virginia, 22204-1382

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**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 the Unaccompanied Housing (UH) Program. This regulation governs all personnel utilizing Army National Guard UH facilities.

b. Unaccompanied Housing Programs provide support to collective and individual training. The Adjutant General (TAG) shall establish a UH Program that is professionally managed and provides business-based programs in support of readiness, mission accomplishment, and improved productivity by providing quality UH 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.

c. This regulation applies to facilities with the following category codes to be included in the Army National Guard UH Program.

**TABLE 1-1.**  
**CATEGORY CODES CHART**

INSTITUTIONAL (INDIVIDUAL) TRAINING (IT) UH GROUP		
Category Code	Category Code Nomenclature	Category Code Description
72122	Post-Initial Military Training (IMT) Unaccompanied Housing (UH)	A building or portion thereof to house unaccompanied Service-members undergoing any type of institutional (individual) training subsequent to IMT, e.g., professional military education. The buildings typically have non-open bay sleeping areas, but some post-IMT could be supported by UH with open bays.
COLLECTIVE (UNIT) TRAINING (CT) UH GROUP		
Category Code	Category Code Nomenclature	Category Code Description
72114	Collective Training (CT) Unaccompanied Housing (UH), Open Bay	A building or portion thereof to house unaccompanied Service- members conducting collective (unit) training or under-going mobilization-demobilization. This category code is for UH buildings with open bay sleeping areas, which are generally for lower grade personnel, but in some locations house personnel in all pay grades. Examples include UH for reserve component units conducting weekend and annual training, active component units training away from their home station, and cadet collective training. Additionally, it can be used for UH to support expeditionary and rotational forces.
72115	Collective Training (CT) Unaccompanied Housing (UH), Mobilization	A building or portion thereof to house unaccompanied Service-members (all grades) undergoing mobilization-demobilization. This category code is also used for collective training, such as reserve component units conducting weekend and annual training, active component units training away from their home station, and cadet collective training.
72412	Collective Training (CT) Unaccompanied Housing (UH), Senior NCO and Officer	A building or portion thereof to house unaccompanied Service- members conducting collective (unit) training or undergoing mobilization-demobilization. This category code is for UH buildings with non-open bay sleeping areas (e.g., 2 to 4 person rooms), which are generally for higher grade personnel, but in some locations house personnel in all pay grades. Examples include UH for reserve component units conducting weekend and annual training, active component units training away from their home station, and cadet collective training. Additionally, it is used for UH to support expeditionary and rotational forces.

## 1–2. References

Appendix A lists references used in this regulation.

## 1–3. Responsibilities

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

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

c. The Chief, Training Division, Army National Guard Directorate, is the proponent for all Army National Guard Garrison Training Centers and is the primary point of contact for issues regarding the UH Program.

d. The Army National Guard UH operates under NGR 5-1 National Guard Grants and Cooperative Agreements:

(1) Appendix B provides funding to construct, maintain, repair, improve, and demolish UH billeting facilities that are within allowances authorized in NG PAM 415-12.

(2) Provide funding for utilities to support UH facilities.

(3) Manage the military construction program to prioritize, program, and obtain Congressional approval to construct new UH facilities.

(4) Provide resources to evaluate the condition and functionality of existing UH facilities.

e. The Adjutant General of the State/Territory:

(1) Establishes a UH Program.

(2) Appoints a UH Management Office, as required.

(3) May delegate any or all the preceding responsibilities to the respective Training Center Garrison Commander/Regional Training Institute Commander or designee.

f. Army National Guard Training Center Garrison Commander/Regional Training Institute Commander or Designee:

Oversees and ensures the UH Program is professionally managed, supports readiness, and complies with all fiscal, health, safety, regulatory, and force protection standards.

Provides recommendations to the TAG for appointment of the UH Management Office Supervisor and ensures personnel appointments are current.

Provides guidance for the Training Center's State/Territory specific UH operations/services.

(4) Provides input to the State/Territory Construction and Facilities Management Officer (CFMO) for Training Center real property development and improvement plans.

g. The UH Management Officer/NCO:

(1) Supervises all personnel assigned to the UH Program.

(2) Develops employee handbooks, 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/account for payments, provide receipts, and make deposits.

(7) Produces scope of work as the basis of janitorial and maintenance contracts.

(8) Maintains janitorial and maintenance contracts.

(9) Coordinates and assists the State/Territory contracting office to ensure execution of contracts, as required.

(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/equipment replacement plans.

(12) Recommends supplies, furnishings, and equipment purchases to the UH Management Office.

(13) Establishes fiscal processes in accordance with State guidelines.

(14) Requests authorized Federal, State or Territory property utilizing a procurement instrument and process approved by the UH Management Office, State Resource Manager, State Director of Logistics, or United States Property and Fiscal Officer (USPFO), depending on the funding source.

(15) Accounts for all Federal, State or Territory UH property in accordance with applicable regulations.

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

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

*i.* The USPFO or designee will:

(1) 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.

(2) Annual reviews should include, but are not limited to, accountability of the Federal property utilized in support of the UH program.

(3) Supports the UH program through the provision of: Items included within CTA 50-909, based on the facility category code.

*k.* The CFMO, in coordination with the DPW:

(1) Develops the real property improvement plans.

(2) Determines/validates requirements and authorizations for UH facilities.

(3) Maintains Facilities Inventory and Support Plan (FISP) files and establishes proper codes for UH real property facilities in accordance with Army Regulation 405-45 and DoD Real Property Classification System.

(4) Supports the UH program as authorized through the provision of:

(a) Cooperative Agreement NGR 5-1, Chapter 3.

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

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

DPW.

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

*l.* 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 UH facilities.

*m.* The Deputy Chief of Staff for Information Management will:

(1) Provide and maintain infrastructure to support the UH Program operations.

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

## **Chapter 2 Operations and Policies**

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

*a.* The UH Program provides the administration and services that provide UH for eligible personnel of all ranks conducting training on Army National Guard sites. Authority granted in this NGR does not supersede DA or DoD regulations and policies such as (but not limited to) AR 405-80, and licenses and

other real property instruments issued on behalf of the Secretary of the Army by the U.S. Army Corps of Engineers.

(1) The UH Program manages facilities to support collective and institutional training requirements. The UH Office or other staff elements, at the discretion of the TAG or designee, may operate the program.

(2) Appropriated funds to support construction, improvement, maintenance, and utilities are authorized only for UH facilities designated primarily to support Soldiers conducting individual and collective training at the ARNG Garrison Training Center.

*b.* Unaccompanied Housing Programs will not provide housing for more than 179 consecutive days per calendar year for any person. The Adjutant General may grant exceptions to the 179-day limit only in the case of military necessity. The Adjutant General may delegate this responsibility to the Training Center Commander or designee. Federal facilities licensed to the state must also comply with the terms of the license issued by the U.S. Army Corps of Engineers on behalf of the Secretary of the Army.

## **2-2. Unaccompanied Housing User**

Unaccompanied Housing users are DoD personnel who are:

*a.* Performing inactive duty training (IDT) and arrive before or remain after unit training for the convenience of the Government or reside outside the local commuting area.

*b.* Listed on a unit annual training (AT) order.

*c.* On written orders by their Unit Commander to conduct individual training, collective training, or support training and mission requirements.

*d.* Supporting a mission/emergency requirement as determined by the Commander or designee

## **2-3. Facility Allowances**

*a.* Allowances for existing UH facilities will generally follow the guidance provided in NG PAM 415-12, Chapter 5, Table 5-3, or Chapter 6, Table 6-2, within existing facility and funding limitations.

*b.* New construction for UH facilities will conform to the allowances provided in NG PAM 415-12.

*c.* UH facility allowances focus on the square footage, configuration, condition, and safety of the facility.

*d.* All UH facilities issued to personnel who are performing AT or IDT at an Army National Guard Training Center are adequate regardless of rank.

## **2-4. Physical Security**

Reference AR 11-2, Managers' Internal Control Program

*a.* All UH facilities will comply with applicable physical security regulations.

*b.* UH staff, Training Center security personnel, and Military Police are authorized to conduct unannounced health and welfare checks. These inspections must be authorized by a commander, who should consult with the servicing legal office prior to authorization.

*c.* As a course of normal operations, shared bathrooms and open bay UH will be restricted to the same gender.

*d.* All individual and semi-private rooms will be secured by both locked interior and exterior doors.

*e.* Individuals staying in open bay UH, squad bays, and semi-private rooms should provide their own means to secure personal items.

*f.* UH operations will maintain a positive key control program to maximize security. The preferred system is keyless entry.

*g.* Closed Circuit Television is an authorized and encouraged means of providing additional security in common areas and exteriors of UH facilities. Appropriated funds are authorized to provide security means.

## **2-5. Losses, Damage, and Theft**

a. Initiate collection action for lost, damaged, or stolen federal property IAW AR

735-5.

b. Initiate collection action for lost, damaged, or stolen state/UH property IAW respective State laws, policies, or statutes Establish internal controls to protect the interests of federal government, State/Territory, and the UH Program. Internal controls ensure transparency and accountability.

## **Chapter 3**

### **Unaccompanied Housing is not Lodging**

a. Army Lodging (category code 72010) is addressed in the DoD DTM 18-007 and in the DoDI 1015.11. Lodging is defined as a building that provides temporary lodging accommodations for all personnel (officer, enlisted, Reserve Component personnel, Department of the Army (DA) civilian employees, eligible DoD civilians and their family members) who are on temporary duty status not associated with individual or collective training, traveling on official business, or arriving or departing installations incident to a permanent change station.

b. Recreational Lodging (category code 74036) must be managed as part of the Morale, Welfare and Recreation programs guidance.

c. Appropriated funds are not authorized to operate, maintain, or construct lodging facilities.

## **Appendix A References**

### **Section I - Required References**

#### **AR 11-2**

Managers' Internal Control Program

#### **AR 190-51**

Security of Unclassified Army Resources (Sensitive and Non-sensitive)

#### **AR 200-1**

Environmental Protection and Enhancement

#### **AR 405-45**

Real Property Inventory Management

#### **AR 405-80**

Management of Title and Granting Use of Real Property

#### **AR 420-1**

Army Facilities Management

#### **AR 710-2**

Supply Policy Below the National Level

#### **AR 735-5**

Property Accountability Policies

#### **CTA 50-909**

Field and Garrison Furnishings and Equipment

#### **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

**DODI 1015.11**

Lodging Resource Policy

**DODM 4160.21**

Department of Defense Manual: Defense Materiel Disposition

Volume 1 – Disposal Guidance and Procedures,

Volume 2 – Property Disposal and Reclamation,

Volume 3 – Reutilization, Transfer, and Sale of Property,

Volume 4 – Instructions for Hazardous Property and Other Special Processing Materiel

**DFARS**

Defense Federal Acquisition Regulation Supplement

**DFAS-IN Regulation 37-1**

Finance and Accounting Policy Implementation

**DTM 18-007**

Directive Type Memorandum, Conversion of DoD Temporary Duty (TDY) and Permanent Change of Station Lodging to Fully Non-appropriated Fund Operations

**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 420-10**

Construction and Facilities Management Office Operations

**Section II - Related Publications**

**NGR 5-1**

National Guard Grants and Cooperative Agreements

**NGR 5-3**

Army National Guard Garrison Training Center

**Section III - Referenced Forms**

**DA Form 3953**

Purchase Request and Commitment



## **Glossary**

### **Section I - Abbreviations**

**AR**

Army Regulation

**AT**

Annual Training

**CFMO**

Construction and Facilities Management Officer

**COR**

Contracting Officer's Representative

**CTA**

Common Table of Allowances

**DA**

Department of Army

**DA PAM**

Department of Army Pamphlet

**DFARS**

Defense Federal Acquisitions Regulations Supplement

**DOD**

Department of Defense

**DODI**

Department of Defense Instruction

**DODM**

Department of Defense Manual

**DPW**

Division of Public Works

**FAR**

Federal Acquisition Regulations

**FISP**

Facility Inventory Support Plan

**IAW**

In Accordance With

**IDT**

Inactive Duty Training

**NG**

National Guard

**NGR**

National Guard Regulation

**TAG**

Adjutant General

**UH**

Unaccompanied Housing

**USPFO**

United States Property and Fiscal Officer

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

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

**Billeting**

Unaccompanied housing designed to support Soldiers attending from other locations for individual and collective training.

**Category Code**

A series of numerical codes used to classify and categorize Army real property. Nine basic functional classes directed by the DOD make up the code.

**Facilities Program Funds**

Any funds executed to support the construction, operation, or maintenance of Army National Guard facilities through Appendix 1 of the Master Cooperative Agreement.

**FISP**

Facilities Inventory and Support Plan. The Installation's identification record of all, facilities and their uses, funding, capabilities and other information maintained in the Army National Guard Accountable Property System of Record (APSR) (i.e., Programmed Resource for Infrastructure, Development and Evaluation) for real property.

**Housekeeping**

Services to 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.

**Personal Property**

Capital equipment and other equipment of a movable nature that may be severed or removed from buildings without destroying the usefulness of the facilities.

# ***SUMMARY of CHANGE***

NGR 5-3-1

Army National Guard Unaccompanied Housing Program

05 AUG 2022

This revision

- Replaces NGR 5-3-1, Army National Guard Billeting and Lodging Program, dated 07 July 2015.
- Added and updated References (Appendix A).
- Removed all references to lodging, billeting, and Non-Appropriated Funds (NAF).
- Clarified that Unaccompanied Housing (UH) supports collective and individual training.
- Clarified that this regulation does not address lodging and NAF operations, which is addressed in the Department of Defense (DoD) Directive Type Memorandum (DTM) 18-007 and the DoD Instruction (DoDI) 1015.11.
- Added a list of facilities including their associated category codes that fall under Billeting.
- Changed Lodging Advisory Council to UH Management Office.
- Updated list of Army National Guard G9 responsibilities.
- Clarified under the policy section that appropriated funds to support construction, improvement, maintenance, and utilities are authorized only for UH designated to support Soldiers conducting individual and collective training at the Garrison.
- Deleted section on authorized occupants, priority assignment and payment categories.
- Added a new section on UH user.
- Updated property accountability.
- Added a new Chapter 3, UH is not Lodging or Billeting.
- Deleted Appendix B, Assessment and Management Controls
- Deleted Appendix C, Billeting Fund Cashier's Record.
- Deleted Appendix D, Example, Billeting Fund Rate Calculation.