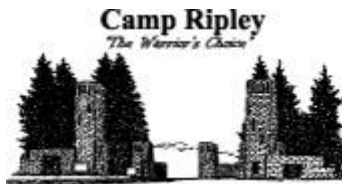




MINNESOTA ARMY NATIONAL GUARD
CAMP RIPLEY, MINNESOTA

EXTERNAL STANDARD OPERATING PROCEDURE
CHARGEABLE TRANSIENT QUARTERS



Revised April 2020

EXTERNAL STANDARD OPERATING PROCEDURE CHARGEABLE TRANSIENT QUARTERS

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**STANDARD OPERATING PROCEDURE
MAID SERVICE BILLETING**

I. INTRODUCTION:

We welcome you to Camp Ripley and assure you that we are here to serve the billeting needs of all of our soldiers, civilians and other guests who visit our facilities. This Standard Operating Procedure (SOP) must be followed to maintain compliance with billeting procedures and to ensure you have a pleasant experience while visiting. If you have concerns about any information mentioned in this manual or the adherence to the stated procedures please direct your concerns to the Billeting Office and your issue will be handled promptly by the appropriate person.

II. MISSION:

Camp Ripley Billeting will provide quality lodging facilities and service to authorized personnel maintaining mission readiness and quality of life, while keeping official travel costs to a minimum.

III. PURPOSE:

Provide information regarding procedures and responsibilities for the use of lodging while at Camp Ripley. This Standard Operating Procedure supersedes all previous SOPs regarding billeting.

IV. APPLICABILITY:

The procedures outlined in this document apply to all Department of Defense (DoD) military and civilian personnel, retired military personnel and civilian agencies. All other requests are considered individually based on event and availability of quarters.

V. RESERVATION PROCESS FOR ON-BASE LODGING:

Camp Ripley Billeting accepts reservations at the time of request for no more than two years in advance of the date of request. Billeting will house group traveler's requiring team integrity in the same geographical location/area to the best of their ability. Lodging for multiple back-to-back events, regardless of duty type performed are considered one requirement if made at the same time. Lodging will be in the same room/building unless specifically requested. Exceptions include extensions that cannot be accommodated. Specific room assignments are not guaranteed until check-in. Military rank structure is considered and prioritized when VIP quarters are limited. Customers will not be placed on a waiting list.

Units/Groups may reserve a block of rooms with Billeting. A name line roster (last name, first name, rank, gender) for all individuals must be submitted fourteen (14) days prior to the arrival date.

Room assignments for all customers are based on priority and rank structure (military). The 6 person houses may be filled with multiple customer groups in a single house.

1. PRIORITY TABLE – See Camp Ripley Billeting Policy for more detailed priority table (Appendix A)

If individual is:	Status	Priority
Distinguished VIP/Guest/DOD Civilian GS-14, Elected Representatives O-6 and above, BDE Level CSM or above, Commissioner or Assistant Commissioner	Official or Non-Official	A
Minnesota Army/Air National Guard O-5 and above, E9 All Minnesota Army/Air National Guard in IDT/AT Status	Official or Non-Official	B
Minnesota Army/Air National Guard All Minnesota Army/Air National Guard prioritized by rank	Official	C
Non-MN ARNG Military/DoD Civilian (TDY) Such as: RTI/RTSM and all other official military	Official	D
Special Organizations Groups/Organizations with special activities supported or sponsored by Camp Ripley such as: Trolling for Troops, DAV, Youth Camp, Gold Star Families	Non-Official	E
State Civilian Agencies/Interagency Groups – with Lease Such as: MNSTPA, MNDOT, DNR	Non-Official	F
Non-Official Users Retiree (with accompanying family members), state/military/DoD individuals not on official business, valid state/federal ID card holders. NOTE: Space-A requests are reserved on a first come-first served basis and may be made 2 weeks prior to arrival date. The maximum length of a reservation can be for up to a 14 day period. Any lodging requests that extend beyond the 14 day period will be reviewed on a case-by-case basis.	Non-Official	F
Space A Any individual who does not correspond to a priority category determined by this billeting priorities table.	Space A	Space A

2. RANK STRUCTURE

ROOM TYPE	ENLISTED	OFFICER	WARRANT OFFICER	CIVILIAN
Standard Room	E-1 through E-8	O-1 through O-3	WO1 through WO3	
VIP Quarters	BN CSM/SGM	O-4 through O-5	WO4	
House	BDE Level or above	O-6 and above	WO5	Distinguished VIP/Guest
Suite (Bldg 6-74)	RTI NCOES Courses E6 or above	O-6 and above	WO5	Distinguished VIP/Guest Civilian Agencies
Suite (Bldg 7-170)	RTI NCOES Courses E6 or above	O-4 and above	WO4 and above	Distinguished VIP/Guest Civilian Agencies

NOTE: Civilian agencies will receive first priority for lodging located in Building 6-74. NCOES courses conducted by the 175TH Regimental Training Institute will receive first priority for lodging located in Building 7-170 and eight rooms in 6-74. If a conflict arises between requests, priority will revert to the table above. All other requests will be reviewed and considered based on the priority table and availability.

3. **Education Center Hours of Operations**
Monday – Sunday 0700-2300

Hours of operation may be adjusted due to weather emergencies and/or federal holidays.

Reservations can be made by calling Camp Ripley Billeting:

Commercial 320-616-3140/3139

DSN 871-3140/3139

4. **Lodging Rates**

Rates for rooms and status are as follows:

Room Type or House	Status	Cost
Standard	Official	\$22.00
Standard	Non-Official	\$27.00
VIP	Official	\$24.00
VIP	Non-Official	\$29.00
VIP Suite	Official	\$27.00
VIP Suite	Non-Official	\$32.00
*House	Official	\$27.00
*House	Non-Official	\$32.00

***Houses: Immediate family members accompanying a guest will be charged an additional \$15.00 per night/per additional room required.**

DEFINITIONS:

Official Status - DoD personnel in a temporary duty status that are on an official travel order and are not provided alternate lodging; or state agencies that have an official lease with Camp Ripley.

Non-Official Status - Any individual who does not qualify as an official user and/or chooses to stay in billeting for personal convenience.

Immediate Family – Immediate family is defined as a spouse, child, parent or sibling.

5. **Payments**

Payments for quarters must be made at check-in and can be made by cash, personal check (with proper ID) or credit card. The following are accepted: Government Travel Card, American Express, Discover, Visa and MasterCard. Units should consider and/or authorize an advanced payment if payment for quarters would cause a hardship on the soldier. Large groups/units are required to have each guest check-in at the Billeting Office.

DoD or civilian units/organizations may make arrangements for payments by negotiating a Lease Agreement 30 days prior to arrival date.

RETURNED CHECKS: All returned checks will be assessed a fee at the current rate. This amount will be added to the balance due.

DELINQUENT ACCOUNTS: Persons departing Camp Ripley Billeting without clearing their account will be placed in Delinquent Accounts. Appropriate action will be taken to collect these accounts as authorized.

6. **Check-In**

Check-in time begins at 1500 hours daily until closing. Customers may be checked in prior to 1500 hours if the room is available.

24-hour check-in is available for after hour arrivals in the front lobby of the Education Center Building 6-76. Lock boxes are mounted to the west wall inside of the lobby. A roster is posted assigning any guests that did not check in during normal business hours to a lock box. Instructions are posted on the operation of the lock boxes and how to secure your room key. If you experience difficulty in obtaining your key, contact Post Security at (320) 632-7375. Spare keys are also left for any late arrivals that did not have a reservation. Spare reservations are available for only one night and guests must report immediately to the Billeting Office the following morning to make any further adjustments and to collect payment for the bill.

7. **Check-Out Process**

Check-out time is no later than 1100 hours. Guests anticipating a delay in check-out must make arrangements with the front desk at the time of check-in to avoid being assessed additional charges (equivalent to one night).

A key drop is located at the front of the Education Center on the light post for departures earlier than 0700 hours with balances paid in full.

8. **Reservations**

If a guest(s) has not checked in prior to the close of business, room key(s) will be left in the After Hours Arrival lock boxes. Guests will be charged no matter what time the After Hours Arrival occurred (between the closing shift and following opening shift). If the room key has not been secured by the guest at the opening of the day shift, the remainder of the reservation, if any, will be cancelled.

9. **SPACE-A Reservations**

Space – A reservations for all individuals and groups in chargeable transient quarters can be made based on availability and no sooner than 2 weeks prior to the arrival date. The maximum length of a reservation can be for up to a 14 day period. Any lodging requests that extend beyond the 14 day period will be reviewed on a case-by-case basis.

10. **Statement of Non-Availability**

A statement of non-availability (SNA) will be issued for quarters ONLY when appropriate rank quarters (defined on page 2. Rank Structure) are not available for the duration needed for lodging. In the event that partial reservations can be supported, SNAs will not be issued for

that duration.

11. **Restrictions**

For emergency reasons, all individuals staying overnight on post must be registered with Billeting. Billeting has specific requirements about guest lodging since some facilities are dual gender and have shared bath. Any customer allowing an unregistered guest(s) to stay with him/her will be assessed additional room charges and may be required to move to another room/facility or to check-out of billeting. Visitors are allowed in the building from 1000 hours to no later than 2200 hours.

VI. OPERATIONAL PROCEDURES AND GUEST RESPONSIBILITIES

1. **Occupant Responsibilities in the Facilities and Guest Rooms**

Occupants are responsible for their conduct and the conduct of their guests, and/or family members, while in government lodging. Their actions must not infringe on the rights of others.

No smoking is allowed in any Camp Ripley Billeting Facilities. This policy is applicable to all organizational elements and tenants choosing to utilize Camp Ripley Billeting. Tampering with smoke detectors is strictly forbidden. All violations of this policy may result in eviction from the billets and/or disciplinary actions pursued through the Garrison Commander.

2. **Pets**

Pets are not allowed in any Camp Ripley Billeting Facilities. Service animals are the only animals allowed. Documentation will be required. Additional fees will be applied to each room for cleaning fees. Absolutely no pets, including service animals will be allowed in houses 8-71, 8-72 and 14-71 or the suites located in Building 6-76 and 7-170.

3. **Damage to Property**

Occupants will reimburse lodging for damage beyond fair wear and tear and for missing property caused by abuse or negligence on their part or their guests. Occupants must immediately report any discrepancies within the room to the front desk or the occupant will be assessed the charges.

4. **Maid Service**

Maid service is provided daily. This does not preclude occupants from the responsibility of maintaining cleanliness after themselves. Do Not Disturb signs are available for the guest to use. When a Do Not Disturb sign is placed on the door, housekeeping will not be provided for that day. Exception: Extended reservations (typically 1 week or more) will automatically receive maid service whether a Do Not Disturb sign is posted or not. This will occur on every Thursday or Friday of each week.

5. **Firearms**

For guidance on firearms, go to Section V – Law and Order, paragraph 5-7, subparagraph (e) of the Camp Ripley Regulation.

6. **Personal Property/Lost and Found**

Occupants are responsible for securing room doors and windows and safeguarding all classified

and personal materials/valuables. Perishable and nominal items left in the room after checkout will be disposed of. All other items will be tagged and placed in Lost-and-Found for three months before they are disposed of. Lost-and-Found is located in the Education Center, Building 6-76.

7. **Laundry Facilities**

There are limited laundry facilities within each maid service building. The post laundry facilities are located in 10-62, 9-62, and 3-47 (seasonal availability only). The facilities are available free of charge to occupants at Camp Ripley. Camp Ripley Billeting is not responsible for stolen or damaged property. Report any malfunctions to the front desk for repairs.

VII. EMERGENCY PHONE NUMBERS:

Camp Ripley Billeting	320.616.3140/3139
Camp Ripley Housing	320.616.3138
Camp Ripley Security	320.632.7375
Camp Ripley Logistics Officer	320.616.2706
Camp Ripley Assistant Logistics Officer	320.616.2711
Camp Ripley Operations Officer	320.616.2709
Camp Ripley Range Control	320.616.3137

Appendix A



DEPARTMENT OF THE ARMY
OFFICE OF THE GARRISON COMMANDER
15000 HIGHWAY 115, CAMP RIPLEY
LITTLE FALLS, MN 56348-4173

NGMN-ZE

21 Apr 2020

MEMORANDUM FOR RECORD

SUBJECT: Camp Ripley Billeting Policy

1. References:

- a. NGR 5-3-1, Army National Guard Billeting and Lodging Program
- b. Camp Ripley Regulation

2. Purpose:

a. This memorandum provides Camp Ripley policies and procedures regarding the prioritization of billeting (chargeable transient quarters) users.

3. Definitions:

a. Official User: DoD personnel in a temporary duty status that are on an official travel order and are not provided alternate lodging; or state agencies that have an official lease with Camp Ripley.

b. Non-Official User: DoD personnel who does not qualify as an official user and/or chooses to stay in billeting for personal convenience.

c. Space Available (Space A): Any individual who does not correspond to a priority category determined by the billeting priorities table in paragraph 6.

4. Users can make a reservation to any type of room for which they are authorized at any time. By making a reservation, users acknowledge that they can be displaced to a different type of room (for all or a portion of their stay), or have their reservation canceled in its entirety, up to 48 hours prior to check-in to accommodate a higher priority customer(s). See exceptions below. Space A usage is prioritized by: a) MNNG military, b) other military services, c) all others. Military reservations are further prioritized by rank. The billeting office will reserve Space A in standard MSQ rooms unless a specific request is made at the time of check-in. Bulk reservations by state agencies without an associated name (or by-name roster for each room) will be canceled at 15 days prior to check-in.

5. Exceptions to paragraph 4:

- a. Students in classes conducted by RTI/RTS-M/State Agency academies are locked/guaranteed at time of reservation.
- b. Official use state agencies' billeting reservations with by-name rosters are locked/guaranteed at 90 days from the reservation date.
- c. Official user reservations are locked/guaranteed at 30 days.
- d. CRC reserves the right to waive exceptions for extenuating circumstances (i.e. deploying units, state/federal emergencies, etc.).

6. Billeting priorities by room type are as follows:

Room Type	Priority						
	1	2	3	4	5	6	7
Valhalla	JVB Approval						
VIP Houses 8-71, 8-72, 14-71	JVB Approval	A(O)	B(O)	A(N)	B(N)	Space A	
6-74 40 Suites (Education Center)	F(O)	A(O)	B(O)	C(O)	Space A		
6-74 8 Suites (Education Center)	RTI	F(O)	A(O)	B(O)	C(O)	Space A	
Area 7 / 10 MSQ VIP Suites	A(O)	B(O)	C(O)	D(O)	A(N)	B(N)	Space A
Houses Area 8 & 19	A(O)	B(O)	C(O)	D(O)	E	F	Space A
Area 7 / 10 Standard MSQ	A(O)*	B(O)	C(O)	D(O)	E	F	Space A
7-170 Suites	RTI	F(O)	A(O)	B(O)	C(O)	Space A	

Categories:

- A Distinguished VIP & their guests/DOD Civilian GS-14+/Elected Representative O6 & Above/BDE or higher CSM/CW5/Commissioner or Assistant Commissioner
- B MN ARNG O-5; E9
- C Other MN ARNG service members (prioritized by rank)
- D Non-MN ARNG Military/DOD
- E Civilian Organizations with special activities approved/sponsored by Camp Ripley (Trolling for Troops, DAV Hunts, Youth Camp, Gold Star Families, etc.)
- F State Civilian Agencies/Interagency Groups
- (O) Official User
- (N) Non-official User

* Only used as a last resort for Category A.


7. Camp Ripley Command reserves the right to adjust billeting priorities on a case-by-case basis.

8. Rates: Billeting rates are determined based on the operating costs of the billeting operation and additional amenities.

a. Official User: Standard rooms \$22.00/day; VIP rooms \$24.00/day; House/ Suites \$27.00/day.

b. Non-Official User: Standard rooms \$27.00/day; VIP rooms \$29.00/day; House/ Suites \$32.00/day. Non-official rates include a \$5.00 surcharge covering taxes, facility maintenance, and utilities, as federal appropriated funds cannot fund these expenses for non-official users.

9. The points of contact for this memorandum are MAJ Timothy W. Gorecki, Camp Ripley Command Log Officer at 320-616-2706, or timothy.w.gorecki.mil@mail.mil or 1SG Jason J. Slinden, Camp Ripley Billeting Manager at 320-616-3139, or jason.j.slinden.mil@mail.mil.


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Garrison Commander