DEPARTMENT OF THE ARMY
CALIFORNIA ARMY NATIONAL GUARD
HEADQUARTERS, CAMP ROBERTS
CAMP ROBERTS, CALIFORNIA 93451-5000

CACR-DPRM 19 November 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standard Operating Procedures (SOP) for Licensing of Camp Roberts' Facilities

1. **PURPOSE:** This SOP establishes procedures and guidance for the use of Camp Roberts' facilities by other governmental agencies and the public. Shared use of National Guard armories supports our mission of providing service and support to local communities.

2. **REFERENCES:**

a. NGR 5-1 (National Guard Grants and Cooperative Agreements), Chapter 7 (Program Income) dated October 2005

b. CA-ARNGR 210-2, Licensing of State Military Facilities dated 15 April 2003

3. **GENERAL PROCEDURES:**

a. Requesting individual or organization submits a Camp Roberts Training Support Request, Form 307 to Directorate of Plans, Training, Mobilization, and Security (DPTMS). DPTMS forwards a copy of the Form 307 to DPRM for licensing.

b. Directorate of Personnel and Resource Management (DPRM) analyzes the request, applies the Cost Analysis program, and determines if tenant pays off a Military Interdepartmental Purchase Request (MIPR) or license.

(1) **MIPR Process for Military Organizations:** Unit submits MIPR. DPRM processes information required by United States Property and Fiscal Office (USPFO). DPRM submits to JFHQ for fund manager's signature. CAFÉ forwards to USPFO for approval. USPFO returns final approved MIPR to DPRM. DPRM invoices for charges and sends the invoice to USPFO. USPFO processes the bill against the MIPR.

(2) **License for Civilian or Non-Military Units:** A License To Use State Military Facility, CA ARNG Form 210-29 is issued from DPRM. DPRM generates the license and submits to Commander for authorization. DPRM forwards to the tenant accompanied by the approval letter for signature and return. DPRM forwards to completed packet to CAFÉ for final authorization.

c. Subsequent to tenant activity, DPRM invoices tenant directly for payment.

4. **RENTAL RATE CATEGORIES**. The following rental rate categories are established:

a. **No Cost Rentals**. Official California Military Department functions.

b. **Standard Fee**. This rate is charged to governmental and nonprofit organizations, and the general public for private functions. Standard fee is a set rate that will reimburse direct utility costs, Identifiable Incremental Costs, and provides additional resources to improve and repair the facility. Identifiable Incremental Costs (IIC) is a set rate that will reimburse costs based upon the square footage of individual buildings rented to the tenants. Identifiable Incremental Costs are costs incurred that is directly related to usage of the supported unit that the installation would not otherwise incur. Examples include: rental placement and pick up of dumpsters and portable latrines; additional refuse pickups, insect spraying, utilities for metered buildings, cost of consumables: targets, training area clean up and damage repair and employee overtime as a result of the use of the base or installation of the using unit.

c. **Commercial Fee**. This fee approximates the fair market value of an armory license.

5. **SERVICES IN KIND.** Many licensees may be able to provide a resource of greater value than fees through an exchange of services. The Post Commander may negotiate an equivalent exchange of the license fee for goods and services needed by the installation. When this option is taken, a detailed written explanation of the services received will be attached to the license agreement. Services in kind agreements must be approved by CAFE well in advance of the event and fully documented.

6. POC for the above is MAJ Kato (805) 238-8498 or Ms. Sharon Ede (805) 238-8216.

JOHN F. SMITH
COL, FA, CAARNG
Commanding

DISTRIBUTION:
C (Garrison Staff, Tenant Organizations, and Units using Camp Roberts)