

The Adjutant General Illinois
NGIL Regulation 350-50-3

Training

Illinois Military Academy

DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
ILLINOIS ARMY NATIONAL GUARD
1301 North MacArthur Boulevard, Springfield, Illinois 62702-2317
01 June 2025

UNCLASSIFIED

SUMMARY of CHANGE

NGIL 350-50-3
Illinois Military Academy

This administrative revision, dated 01 June 2025

- Changes Chapter 2 Responsibilities. Adds paragraph 2-2, RTI/IMA OIC and paragraph 2-6, Front Desk Supervisor
- Updates Chapter 4, Scheduling. Incorporates scheduling procedures for Training Spaces, Billeting (Bays), and Lodging
- Updates Chapter 7 Billeting and Lodging Programs (throughout)
- Makes administration/verbiage changes (throughout).
- Removed or updated Appendices

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*NGIL Regulation 350-50-3
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Training:

Illinois Military Academy

By Order of the Commander, Illinois National Guard



RODNEY C. BOYD Major General, ARNG
The Adjutant General



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G-3/5/7/9

Summary: This regulation prescribes the general policies and procedures governing training activities, lodging, and billeting conducted at the Illinois Military Academy. Upon publication and distribution, it supersedes the former NGIL Regulation 350-50-3, Training, and Illinois Military Academy, dated 15 June 2019.

Applicability: The provisions of this regulation are applicable to any person, unit, or organization, military or civilian that occupies any portion of the IMA. Units/Organizations using the IMA must possess, read, understand, and comply with this regulation.

Proponent and exceptions: The proponent for this NGIL Regulation is the ILARNG G3. All requests for exception to the policies or procedures will be submitted in writing to the RTI/IMA OIC for review, approval or further processing to higher headquarters.

Suggested improvements: Training units and organizations are invited to submit comments and suggestions for improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to IMA Headquarters, 1301 North MacArthur Boulevard, Springfield, Illinois 62702-2317.

Distribution: This publication is open for public release and is available in hard copy or electronic media via the internet. It is intended for all units, organizations, or groups utilizing the ILARNG's Illinois Military Academy.

*This regulation supersedes NGIL Regulation 350-50-3 dated 15 June 2019.

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Chapter 1 Introduction

1-1. Purpose and Scope

The purpose of this regulation is to establish a basic organizational framework to achieve quality, excellence, and enhanced productivity in all aspects of the Illinois Military Academy (IMA) management and operations. This regulation covers Illinois Army National Guard (ILARNG) policy and guidance for operations at the IMA. This regulation serves as a complement to NGR 5-3 Army National Guard Garrison Training Centers, 04 April 2022.

1-2. Illinois Military Academy Mission Statement

The IMA's mission is to provide lodging and space for training and logistical and administrative support that enhance the ability of the ILARNG and organizations to train Soldiers and improve the organization. The IMA will operate twenty-four hours a day, seven days a week (staffing dependent). When ordered, the IMA will conduct sustainment operations in support of Federal or State declared emergencies.

1-3. Special Terms and Abbreviations

Find special terms and abbreviations used in this document in the glossary.

1-4. Applicability

The provisions of this regulation are applicable to any person, unit, or organization, military or civilian that utilizes or occupies any portion of the IMA facility (hereby referred to as "Users"). Users must possess, read, understand and comply with this regulation. Any person(s) on the IMA premises involved with the activity scheduled by the User must also comply with the policies of this regulation and will be hereby referred to as "Participant(s)".

Chapter 2 Responsibilities

2-1. Illinois Deputy Chief of Staff for Operations (G3/5/7/9)

The G3 exercises funding oversight for the IMA through the Lodging Fund Advisory Council (LFAC) and liaison coordination with the Illinois Department of Military Affairs (IDMA) comptroller's office via the G3/9.

2-2. 129th Regiment Regional Training Institute (RTI)/IMA Officer-In-Charge (OIC)

The RTI/IMA OIC has overall responsibility for day-to-day operations for the RTI and IMA. The OIC directly supervises the IMA Base Operations Supervisor (BOS) and RTI Full-Time Unit Staff (FTUS). The OIC:

- a. Develops and approves training site policy and procedure in accordance with Army, ARNG, and ILARNG regulations.
- b. Serves on the Lodging Fund Advisory Council (non-voting member).
- c. Resolves scheduling issues or conflicts in the absence of the BOS.

2-3. IMA Base Operations Supervisor (Facility Manager)

The Base Operations Supervisor serves under the direction of the RTI/IMA OIC and has supervisory and implementing responsibility for day-to-day operations. The Base Operations Supervisor supervises the IMA full-time staff. The Base Operations Supervisor:

- a. Develops and implements training site policy and procedure in accordance with Army, ARNG, and ILARNG regulations.
- b. Prepares yearly spend plan/budget and manages all fiscal reporting.
- c. Ensures the safe operation of the IMA.
- d. Supervises the operations of the IMA.
- e. Supervises the logistics of the IMA.
- f. Supervises maintenance operations.
- g. Supervises financial operations.
- h. Serves as liaison between all local communities, civilian users, and the ILARNG.
- i. Responsible for proposing improvements within the facility.
- j. Responsible for overseeing the scheduling of IMA's personnel and employees.
- k. Supervises the integration of the IMA schedule with the ILARNG training and lodging facilities.
- l. Ensures all modernization projects follow the proper process for approval and funding prior to execution.
- m. Serves on the Lodging Fund Advisory Council.

2-4. IMA Housing Officer

The IMA Housing Officer serves under the direction of the IMA Base Operations Supervisor. Primary duties include:

- a. Prepares necessary fiscal reports IAW LFAC and IDMA requirements.
- b. Ensures safe operation of the IMA.
- c. Directs and reviews the assignment of training space, furnishings and equipment.
- d. Supervises contracted labor performance.
- e. Manages the training facility reservation schedule.
- f. Directs the billeting program for VIP housing and bachelor and transient-type Quarters in accordance with (IAW) published guidance.
- g. Formulates tenant directives and instructions.
- h. Develops local instructions and directives concerning normal and priority assignments of quarters.
- i. Determines annual requirements and formulates budget estimates for operating supplies, housekeeping service, laundry service, custodial service; personnel cost, etc.
- j. Serves as a member of the Lodging Fund Advisory Council in the absence of the BOS.
- k. Schedules pre-occupancy and termination inspections and supervises the issue and turn-in of classrooms.
- l. Performs other duties as assigned.

2-5. IMA Housing Management Assistants

The IMA Housing Management Assistants serve under the direction of the IMA Housing Officer. Primary duties include:

- a. Supports development of required fiscal reports as necessary.
- b. Ensures safe operation of the IMA.
- c. Directs and reviews the assignment of training space, furnishings and equipment.
- d. Supervises contracted labor performance.
- e. Manages training facility reservation schedule.
- f. Oversees processing requests for temporary quarters (billeting and lodging reservations).
- g. Processes requests for classrooms and bays.
- h. Supports the Housing Officer in directing the billeting program for VIP housing and bachelor and transient-type quarters.
- i. Informs and formulates tenant directives and instructions.
- j. Informs and formulates local instructions and directives concerning normal and priority assignments of quarters IAW published guidance.
- k. Schedules pre-occupancy and termination inspections and supervises the issue and turn-in of classrooms and bays.
- l. Performs other duties as assigned.

2-6. IMA Front Desk Supervisor

The IMA Front Desk Supervisor serves under the direction of the IMA Base Operations Supervisor. The Front Desk Supervisor also reports to the IMA Housing Officer for all housing matters. Primary duties include:

- a. Supervises the issue of temporary housing.
- b. Ensures all front desk staff employees understand their duties and adhere to all policies and procedures.
- c. Oversees the training of front desk personnel.
- d. Supervises full-time and part-time front desk employees.
- e. Plans and manages work schedules for front desk employees and submits work schedules to the IMA BOS for approval.
- f. Advises the IMA Housing Officer and BOS of scheduling conflicts or availability of lodging issues and assists guests with lodging issues.
- g. Coordinates with housekeeping and custodial staff and informs the Housing Officer and BOS of any issues.

2-7. IMA Guest Service Representative

The IMA Guest Service Representative serves under the direction of the IMA Housing Officer. Primary duties include:

- a. Receives and confirms lodging room reservations and assigns rooms to guests.
- b. Ensures that reception and registration focus on excellent customer service.
- c. Ensures that registered guests are authorized lodging IAW Chapter 7.
- d. Supports pre-occupancy and termination inspections as needed.
- e. Informs policy and procedural enhancements.
- f. Produce necessary end-of-shift or daily/nightly fiscal reports to ensure accuracy in guest management and accounting.
- g. Coordinates necessary housekeeping reports and tracking to facilitate housekeeping prioritization.
- h. Performs other duties as assigned.

Chapter 3 Administration/Policy

3-1. General

This chapter provides administrative guidance for users of IMA facilities. Maps are available in Appendix B.

3-2. In Processing

- a. Users utilizing the IMA will schedule use IAW Chapter 4, Scheduling.
- b. Users must confirm final coordination with IMA staff prior to arrival.
- c. Users will not occupy any IMA facility space or area without checking in with IMA staff to draw keys or related equipment for the scheduled space/area. Keys for training spaces will not be issued more than 24 hours prior to approved scheduled training unless the IMA Base Ops Supervisor approves exception. This can be delegated to the IMA Housing Office staff.
- d. RTI/IMA OIC will receive notification of all units/Users that fail to report for scheduled training. Failure to report without prior notification or justification could result in suspension of future use as this ties up potential training space for other entities.
- e. Hand receipt (DA 2062) must be signed prior to occupying any training space or billeting/bays and will be returned to the signatory after clearing and keys are returned to IMA staff.

3-3. Privately Owned Firearms and Lethal Weapons

The Concealed Carry Act authorizes licensed individuals to *“carry a concealed firearm on or about his or her person within a vehicle into the parking area and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area. A licensee may carry a concealed firearm in the immediate area surrounding his or her vehicle within a prohibited parking lot area only for the limited purpose of storing or retrieving a firearm within the vehicle's trunk, provided the licensee ensures the concealed firearm is unloaded prior to exiting the vehicle. For purposes of this subsection, “case” includes a glove compartment or console that completely encloses the concealed firearm or ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box, or other container.”* (Concealed Carry Act, Section 65(b)). Individuals licensed under the Illinois Firearm Concealed Carry Act to conceal carry privately owned firearms will not carry firearms into any ILARNG building, or any portion of a building under the control of The Adjutant General. In accordance with the Act, authorized and licensed individuals may only carry concealed firearms on their person within a vehicle into an ILARNG parking area provided they store the firearms and ammunition concealed in a case within a locked vehicle or locked container out of plain view In Accordance With (IAW) NGIL Policy 20-15-002-TAG, Possession and Use of Privately Owned Firearms.

3-4. Clearance Requirements

- a. Users must complete clearance procedures of the facility space or area at the conclusion of the approved scheduled use time, unless otherwise coordinated with the IMA staff.

- b. Clearance will not be granted until an IMA staff member has completed a physical inspection of the reserved space used including the dining facility, classrooms, drill floor, and auditorium.
- c. The responsible party will clear all reserved spaces IAW published procedures. The training area will be reset to the same standard as it was issued and IAW any posted/provided diagrams.
- d. Billeting (Bays) will be cleared no later than 0900 and must be inspected by the IMA front desk staff or Housing Office staff.
- e. Until clearance is complete, user(s) are directly responsible for physical security, property accountability, and key control associated with those areas.

3-5. Vehicle Parking

- a. Authorized parking for Privately Owned Vehicles (POVs) is located in the area East and South of the IMA, at the owner's risk.
- b. All parking spaces are clearly marked with yellow lines. Vehicles are not authorized to park on the grass or in loading/unloading areas.
- c. Use of chock blocks for military vehicles is mandatory.
- d. Camp Lincoln security personnel have authority to suspend individual driving privileges for serious or repeated violations of these policies. Camp Lincoln security has the authority to contact local law enforcement to have individuals ticketed/towed.

3-6. Alcohol Policy

- a. In accordance with NGIL Policy 600-13-010, ILNG Alcoholic Beverage Policy, 18 August 2016, the IMA has a strictly enforced no alcohol policy in all areas of the building, at all times. The Senior Commander/Supervisor of each unit is responsible for enforcing the no alcohol policy. Any alcohol found will be confiscated and brought to the attention of the RTI/IMA OIC or BOS and the unit Commander or responsible civilian. All incidents involving alcohol, including its presence, will be reported to the ILARNG Chief of Staff (COS) through the IMA chain of command and is grounds for dismissal from the premises. Any subsequent incidents involving alcohol may result in the user or unit being disallowed from utilizing the IMA for a time period determined by the RTI/IMA OIC. Prior to the unit or user being allowed reinstatement or access to the IMA, the unit commander or civilian leader will write, in memorandum format, why they should be allowed access, and what measures will be taken to prevent future alcohol related incidents (See example in Appendix H). This memorandum will route through the chain of command to the ILARNG COS (NGIL-CS) with IMA Headquarters endorsements indicating approval or denial and reasoning.
- b. Units or organizations requesting an exception to the alcohol policy will submit a written request a minimum of 60 days prior to the proposed date. The memorandum will state the reason for the request and the proposed alcohol risk mitigation containing all measures that the organization will take to monitor, and control alcohol consumption by its members (See example in Appendix I).
- c. The request for exception to policy will route through the chain of command to the ILARNG COS (NGIL-CS) with IMA Headquarters endorsements indicating recommended approval, approval with modifications to the plan, or denial, and

reasoning. The ILARNG COS will review the request and either approve or deny the request, responding with a final decision, in writing, to all concerned parties.

d. Soldiers who violate this policy are subject to appropriate adverse disciplinary and/or administrative action.

3-7. Violations of NGIL 350-50-3

a. Serious or continuous infractions of the policies and procedures contained within this regulation may result in those responsible being subject to disciplinary action and/or suspension or removal from IMA, at the discretion of the RTI/IMA OIC, IMA BOS or designee IAW chapter two of this regulation.

b. If an individual or unit is directed to leave an IMA area, the unit commander/supervisor will be required to submit a memorandum through unit command channels, and through the ILARNG COS with RTI/IMA OIC endorsement for the Assistant Adjutant General-Army, which will include the following:

(1) An explanation of why the individual or unit was removed from IMA.

(2) What corrective action was taken.

(3) Justification of why the individual/unit should be allowed at IMA in the future.

(4) What actions will be taken in the future to prevent a similar issue or incident.

c. This memorandum is due to the RTI/IMA OIC NLT seven days after the incident. The unit, organization, or individual will be prohibited from training at or utilizing the IMA until they receive a response letter authorizing future training activities.

d. Units/Users violating the provisions of this regulation pertaining to training operations, Lodging, Billeting, or conducting training in an unsafe manner, may have training operations suspended by RTI/IMA OIC until the unit takes action to correct the violation or safety issue.

Chapter 4 Scheduling

4-1. General

a. The IMA is designed to support training and provide lodging or billeting for authorized users.

b. Entities planning events at the IMA should incorporate IMA staff for coordination especially if an event Memorandum of Instruction (MOI) directs any type of lodging or billeting requirements to ensure occupancy availability.

c. Individuals, organizations, or agencies with current outstanding balances might not be allowed to lodge or train at IMA facilities until payment is confirmed or an exception is granted. This decision will be made case-by-case.

d. IMA Facility Resources.

(1) Classrooms/Training Spaces (See Paragraph 4-2).

(2) Billeting (Bay Rooms) (See Paragraph 4-3).

(3) Lodging (Paid Rooms) (See Paragraph 4-4).

e. Surcharges or Indirect Costs (IDC) may apply for certain users (Table 4-1).

f. Non-DOD affiliated personnel/agencies, except as part of an official agreement, may not use lodging facilities unless approved by the ILARNG Chief of Staff with coordination requests beginning at the IMA Housing Office.

e. Facility Maintenance Procedures: All Users will inform the IMA staff and/or Housing Office of all maintenance issues.

(1) ILARNG users with Non-Classified Internet Protocol Router Network (NIPRNet) access will submit Work Order requests at the following link: <https://forms.osi.apps.mil/r/U49LkTAtKs>.

(2) Users without NIPRNet access will inform the Housing Office. IMA staff will input the work order to the Facilities work order tracking system.

4-2. IMA Classrooms/Training Spaces

a. Classroom/Training Space Reservations SharePoint Online (NIPRNet/AVD and CAC required): <https://armyeitaas.sharepoint-mil.us/sites/NGIL-G357/SitePages/G39-IMA.aspx>.

b. Classrooms/Training Space Descriptions

(1) Classrooms. The IMA maintains eight (8) reservable classrooms which are located on the second floor of "A Wing", accessible by elevator or multiple stairwells. Chairs and tables may be rearranged in some classrooms but must be returned to the original configurations prior to clearing. Additional equipment or supplies (training support resources) may be available in certain classrooms or coordinated for use by the IMA staff.

(2) Additional Training Space. The IMA maintains 4 additional (non-classroom) training spaces for reservation: Auditorium, Drill Floor/Gymnasium, Executive Conference Room (A212), and the IMA Library (A205)

(3) Reservable Classroom and Training Space descriptions can be found on the IMA SharePoint Online site listed in paragraph 4-2.a above.

c. Additional Rooms

(1) Distributed Learning (DL) Lab (A207). This room offers computers and internet for training programs. It can be used for basic computer lab requirements such as individual study, computer training, and e-learning capabilities. The lab offers 24 computer workstations with two projectors and screens. For Distributed Learning (DL) events, a classroom manager will be provided. To contact the DL classroom manager, call 217-761-1230/1231/1232.

(2) Lactation Lounge (A213). The lactation lounge offers seating, refrigeration, and privacy for nursing or expressing parents. There is no requirement to reserve this room, it is available while the IMA is open.

(3) Multi-Purpose Room (A208). Located on the second floor of "A Wing." It is occupied by 129th RTI's Officer Candidate School (OCS) program. This room is not open to reservations.

(4) RTI 25U Classrooms (A218/A221). Located on the second floor of "A Wing". These are occupied by the 129th RTI 25U Courses. These are not open to reservations.

d. Receiving Training Facilities:

(1) Users will only receive IMA facilities that are properly reserved and confirmed and will maintain accountability of reserved resources at all times.

(2) Users sign-out facilities from 0800-1600 Monday through Friday. Users requiring training space over the weekend will sign it out during the work week or coordinate with the IMA Staff in advance of any requested training event.

(3) There is no rank requirement for Service members to sign for facilities. Civilian organizations must provide an individual in a leadership role or with coordination authority who will act as the sole point of contact.

e. Clearing Training Facilities

(1) Users will clear IAW paragraph 3-4, Clearance Requirements.

(2) Users will not schedule clearing during non-duty hours without prior written approval from the IMA staff.

(3) Users follow specified clearing checklists which can be obtained from IMA staff, are posted in each classroom, and are outlined in each reservation binder.

(4) Users who sign for facilities are responsible for the cleanliness and property accountability of each reserved space.

(5) Remove all personal equipment/property before requesting clearing.

(6) In the event of lost, misplaced, or stolen keys, room damage, or theft, a commander's inquiry may be conducted according to AR 190-11/3.8k to recoup replacement costs.

(7) Units/Users/Requesting Activities who violate clearance procedures may have use privileges suspended or revoked.

4-3. IMA Billeting (Bays)

a. Billeting Reservations.

(1) Billeting reservations are requested through SharePoint Online or via phone to the Housing Office at 217-761-1225/1229.

(2) Billeting Reservations SharePoint Online (NIPRNet/AVD and CAC required): <https://armyeitaas.sharepoint-mil.us/sites/NGIL-G357/SitePages/G39-IMA.aspx>

b. Billeting reservation requests require an accurate billeting roster (IMA Form 1) be submitted with the request on SharePoint. Any adjustments to the roster/s submitted must be coordinated and communicated to the Housing Office staff prior to check-in.

c. Billeting Reservation requests without a supporting roster will not be approved without IMA BOS confirmation. RAs/Users will have no expectation that their reservation is approved without IMA Confirmation. IMA Form 1 is available on the reservation site.

d. Billeting reservation requests timeline and requirements:

(1) No Earlier Than (NET) 90 Days prior to requested reservation date

(2) No Later Than (NLT) 14 Days prior to requested reservation date

(3) Units/Directorates utilizing the IMA Billeting for IDT Lodging will ensure Soldiers sign-up NLT the end of the IDT prior to the next IDT to ensure roster accuracy.

e. Walk-in or non-coordinated billeting/bay reservations will not be accepted, it is the unit/directorate/organization responsibility to ensure members of their respective organizations are properly accounted for on rosters, submitted in accordance with the established timelines, and fully understand the occupation and clearance procedures.

f. Users/Participants should not expect that IMA Housing Office staff will be present during non-duty hours. Any user that needs special accommodation during the weekend will get written confirmation from the Housing Office that the Front Desk will be able to support the special accommodation. If staffing is not available to support weekend accommodation, it is the users responsibility to coordinate a plan with the Housing Office during duty hours.

g. The requester on the reservation is responsible for its accuracy. If the requester will not be the individual who signs for the keys/space, the requester is responsible for designating (in writing with contact information (mobile phone at a minimum) to the Housing Office) who is responsible for signing for and clearing the Bay/s and will be the single point of contact for the IMA to coordinate with and will be responsible for key control/inventory and applicable hand receipts.

h. Clearing Billeting (Bays).

(1) The clearance window is 0730-0900 and follows paragraph 3-4, Clearance Requirements. If clearance inspections have not been conducted prior to 0830, IMA Staff will check each non-cleared bay and attempt to contact the responsible party prior to reporting a late clearance violation to the IMA BOS.

(2) Users requesting any other clearance time are required to pre-coordinate approval through the Front Desk or to the Housing Office or IMA BOS before receiving.

(3) Late clearance violations are subject to applicable fees IAW paragraph 7-6.b. below or requesters/units can have billeting usage privileges suspended or revoked.

4-4. IMA Lodging (Paid Rooms)

a. Lodging Reservations.

(1) Lodging reservations can be made by phone to the IMA front desk at 217-761-1200 during staffed duty hours, or by visiting the IMA online reservation website at any time. Recommended not to reserve beyond 90 days out as missed cancellations will incur an applicable charge.

(2) Lodging Online Reservation Website (Commercial Site/CAC not Required): <https://resnexus.com/resnexus/reservations/book/30F64A89-5FD9-4F47-B636-6EA185CEBF4D>.

b. Lodging Cancellations.

(1) Cancellations can be made by phone or in person.

(2) Users cannot rely on email to confirm cancellations.

(3) IMA Front Desk staff will send notification to Users once confirmed.

(4) Cancellations must be confirmed prior to 1200 on the first day of the reservation or are subject to the applicable cancellation fee.

c. Lodging Checkout.

(1) Checkout Time is from 0730-0900.

(2) Users requesting any other time are required to pre-coordinate approval through the Front Desk to the Housing Office or IMA BOS.

(3) Late check-out/cancellation and no-show fees apply IAW paragraph 7-6.b.

4-5. Priorities for Use

a. Priority for facility use is to units/agencies whose primary mission is military training and readiness.

b. Priority categories and organization ranking within each category is listed below:

(1) Priority Category #1: 129th RTI (Specifically execution or planning of courses).

(2) Priority Category #2: ILARNG (Priority within this category goes to mobilizing units that are conducting Road-to-War (RTW) training IAW a RTW training schedule. A

Notice of Sourcing (NOS) or standard IDT without RTW activities does not justify prioritization over other units).

(3) Priority Category #3: ILANG

(4) Priority Category #4: Army Units (Compo 1 and 3 – Active and Reserves)

(5) Priority Category #5: Other DoD (Non-Army)

(6) Priority Category #6: Federal (non-DoD) Agencies (DOJ, DHS, DOS, etc.)

(7) Priority Category #7: State, County, local governmental organizations.

(a) State Agencies (IDNR, IDOC, ISP etc.)

(b) County (Sheriff's Office, etc.)

(c) Local governmental organizations and public entities (City, School, etc.)

(8) Priority Category #8: Non-governmental organizations (NGOs).

c. The ILARNG training year runs from 1 October to 30 September annually. The ILARNG conducts a Yearly Training Calendar (YTC) review and checkout with ILARNG units prior to the start of a training year.

d. 01-30 September are priority blackout dates. ILARNG units/directorates have priority during this time frame. Non-ILARNG require prior approval.

e. If an ILARNG unit has an emerging requirement, a lower priority category reservation may be canceled or shifted if applicable. A unit/organization with an approved and paid reservation will not be canceled inside 30 days from training except by direction of the ILARNG G3 or RTI/IMA OIC.

f. Only one unit/directorate/organization will be scheduled/responsible for a training space. If multiple units or organizations are conducting joint training, the request(s) submitted will indicate all units involved in the training area or facility and clearly identify the lead unit/user for accountability purposes. Internal sharing agreements must be communicated to and confirmed by the IMA staff prior to arrival. The lead unit/user is responsible for making the request, confirming details, and all clearance activities.

4-6. Administrative Process and Requirements

a. Scheduling and reservation processes vary based off user/priority/category type.

b. Requesters for training spaces will submit requests and required documentation IAW table 4-1.

c. Requests will not be approved until all requirements are met.

d. Requests are not confirmed until requesters receive notification from the IMA Staff. Requesters will maintain communication with the IMA Staff during the process to ensure reservations are coordinated properly to avoid disruptions/conflicts.

e. All requesters for training spaces are required to develop and maintain their own risk mitigation plans and maintain them internally. These are inspectable items and will be made available for inspection if requested.

f. The Base Operations Supervisor or RTI/IMA OIC can grant exceptions to the submission timeline requirement for Priority Categories 3-8 until 30 days from scheduled training. Inside the 30-day window, there are no exceptions to this timeline. Issues that arise that cannot be resolved between IMA BOS and the RA will be elevated to the RTI/IMA OIC and RA's approval authority directly.

g. Priority Categories 1 and 2 will request IMA training space reservations at the link specified in paragraph 4-2.a above.

h. Priority Categories 3-8 will initiate IMA training space requests through telephone or email contact with the IMA Housing Office. The Housing Office will coordinate with USPFO and/or IDMA to establish necessary agreements.

Table 4-1 (Training Space Request Process/Timeline)

User Type/Priority	REQUEST SUSPENSE/DEADLINE	FORMS REQUIRED or Process	PAYMENT METHOD
<u>Priority Category #1</u> 129 th RTI	14 Business Days / 2 Weeks	Schedule via SharePoint Online	N/A
<u>Priority Category #2</u> ILARNG Units	14 Business Days / 2 Weeks	Schedule via SharePoint Online	N/A
<u>Priority Category #3</u> ILANG Units	90 Days / 3 Months	Call the Housing Office Training Schedule DD-1144 WBS Form	FS Form 7600B
<u>Priority Category #4</u> Army Units	90 Days / 3 Months	Call the Housing Office Training Schedule DD-1144 WBS Form	WBS
<u>Priority Category #5</u> DoD (non-Army)	90 Days / 3 Months	Call the Housing Office Training Schedule DD-1144 DD-448 (MIPR)	FS Form 7600B
<u>Priority Category #6</u> Federal (non-DoD)	90 Days / 3 Months	Call the Housing Office Training Schedule Check/Money Order MOA	FS Form 7600B
<u>Priority Category #7</u> State, County, Local	90 Days / 3 Months	Call the Housing Office Training Schedule MOA	Check/Money Order made payable to "IDMA"
<u>Priority Category #8</u> NGO	90 Days / 3 Months	Call the Housing Office Training Schedule Proof of insurance MOA	Check/Money Order made payable to "IDMA"

Chapter 5 Safety

5-1. General

- a. This chapter outlines safety and policy requirements for all IMA Users.
- b. AR 385-10, and MEDCOM PAM 40-12 outlines the use of and procedures related to the Army Safety program. This regulation supplements the above Army regulations.

5-2. Medical Emergency

a. For all emergencies, Users must contact 911 for medical emergencies that occur in the IMA. However, Users must coordinate with Camp Lincoln security to ensure quick response at the gate and notify the IMA Base Ops Supervisor with the information above.

b. Users must know the route to the nearest hospital prior to training. If hospital treatment is required, evacuation will be to the address below (See App B: Strip Maps)

Memorial Medical Center
701 N. 1st Street
Springfield, IL 62704
Phone: (217) 788-3000

c. During or immediately following the completion of an evacuation, the unit/organization reports to IMA BOS the nature and circumstances of the injury/accident.

d. When accidents involving injury occur, the user will:

(1) Stop training and obtain facts and circumstances surrounding the accident to include suspected cause, name, training area/space where injury occurred, SSN and/or DODID (if applicable), organization, and any other relevant information.

(2) Report to IMA staff to complete incident reporting (See App I: Camp Lincoln Incident Report).

e. AED's are available for users and can be accessed 24/7 in the following areas when the IMA is open:

(1) Lobby.

(2) Fitness Center (A139)

5-3. Accident/Incident Reporting

a. If any person within the building is aware of impending danger, they will notify the Reception Desk and the Guest Services Representative or Housing Office will coordinate accident reporting and processes IAW AR 385-10 and DA PAM 385-10.

b. When a fire alarm sounds in the facility, all occupants clear the building and immediately notify IMA staff. After hours, when front desk staff are not present contact Camp Lincoln Security at 217-761-3619.

5-4. Inclement Weather Procedures

a. In the event of weather-related emergencies requiring sheltering, the IMA Staff will attempt to notify all personnel within the building. Users should seek shelter in the absence of notification.

b. The designated weather shelter areas are the IMA basement/stairwell across the drill floor (gymnasium) or the drill floor restrooms.

c. The IMA BOS or designated staff will ensure all personnel have evacuated by conducting a physical sweep of each floor and office area as the situation permits.

5-5. Telecommunications/Data Communications

a. Standard RCAS/NIPRNet data transmission lines are available in the classrooms for ILARNG and ILANG users only.

b. Commercial WIFI managed by the G6 is available in each classroom. Access information is provided in each reservation binder.

c. Commercial AT&T WIFI managed by the IMA is available in each paid lodging room. Access information is available at the Front Desk at check-in.

d. Individuals or organizations, who attempt internet access with Non-ILARNG computers, through LAN jacks, violate security regulations. Individuals or organizations violating computer security regulations may be removed from the site at the discretion of the IMA BOS or RTI/IMA OIC.

Chapter 6 Supply Support

6-1. Purpose

This chapter provides supply procedures for all IMA users.

6-2. Cleaning Supplies

a. IMA provides units with basic cleaning supplies for keeping facilities clean. Cleaning supply closets are located in each billeting/bay wing for bays only and in the Classroom wing for classrooms only. Notify the Housing Office with any shortages or discrepancies.

b. Fitness center users are responsible for cleaning any used equipment/areas. Supplies are located in the fitness center.

6-3. Equipment Clearance

a. Personnel signed for equipment are responsible for turn-in.

b. IMA staff inventories equipment and clears the unit's/User's temporary hand receipt.

c. Lost, damaged, or destroyed property is placed on a DD form 200 (Financial Liability Investigation of Property Loss) and submitted through command channels.

d. Appointed/approving authorities take appropriate action concerning the circumstances of the lost, damaged, or destroyed property. See AR 735-5 for guidance concerning lost, damaged, or destroyed property loaned to a training unit.

6-4. Rations

Rations are a unit/User's responsibility. IMA does not handle rations distribution. IMA personnel will not sign for unit ration deliveries.

Chapter 7 Billeting and Lodging Programs

7-1. Purpose

a. The Billeting and Lodging Programs are established to provide services for adequate accommodation for eligible/authorized personnel at the IMA.

(1) The Billeting Program consists of the Transient Quarters and facilities for which no amenities are provided. These facilities include Transient Open Bay Barracks.

(2) The Lodging Program consists of Transient Quarters and facilities where services and amenities are provided for which fees are collected. These facilities include Bachelor Officer/Enlisted Quarters (BOQ/BEQ) and Distinguished Visitor Quarters (DVQ).

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-IL or designee.

c. IMA Lodging/Billeting is the priority facility for lodging and should be directed for use before commercial lodging is considered or approved.

d. Statements of Non-Availability (SNAs) will not be issued when lodging vacancies exist at the IMA. SNAs will be issued on IMA Local Form 2-SNA.

7-2. Authorized Occupants: The Billeting and Lodging Program will not unfairly compete with local businesses by ensuring that only authorized personnel are lodged.

- a. All DoD uniformed personnel and dependents over the age of 18.
- b. DoD, DA, or NGB Civilian/Contract Personnel.
- c. Service Academy/ROTC Cadets
- d. Retired Military Personnel (with valid Retiree ID).
- e. State Military Department Personnel/Contractors.
- f. Federal, Non-DoD Entities (DHS, DOJ, DOS, etc.).
- g. Authorized Non-DoD Entities in accordance with DODI 1000.15, October 2008.
- h. City, County, and State Entities, approved by the ILARNG G-3 and/or via MOA.
- i. Local Youth and Non-Profits, approved by the ILARNG G-3 and/or via MOA.

7-3. Priority Assignment: The purpose of the Billeting and Lodging Programs is to support Illinois National Guard Training or Operations. The RTI/IMA OIC or IMA BOS will determine the priority for other utilization.

7-4. 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 or conducting Annual Training on orders.
- d. On written or verbal orders by their Unit Commander or Director to remain at the temporary duty station. (Example: Weather emergency causing travel restrictions).
- e. Supporting a mission or emergency requirement as determined by their Commander or Director.
- f. All DOD Official Users are required to present their DOD ID Card (CAC) for verification and will be prepared to present orders/travel orders if requested.

7-5. Non-official User

a. Any individual who does not qualify as an official user as defined by paragraph 7-4 above and chooses to stay at the IMA for personal convenience.

b. Non-official Users will incur a surcharge in addition to the base unit room rate. The surcharge is directed by USPFO. Surcharges will be annotated separately on guest

receipts and are charged/incurred for each night of a reservation. Surcharges **are not** indicated on the guest reservation website and will be added at check-in.

c. Authorized Users listed in paragraph 7-2, d-i above are considered Non-official Users and are subject to surcharge fees.

7-6. Room Rates

a. Room rates will be approved by the Lodging Fund Advisory Council, validated by The Adjutant General (TAG) and maintained and posted by the Housing Office. This will occur when a rate change is required. Room rates will be reevaluated at a minimum every five (5) years. The room rates are calculated at a level that will generate sufficient revenue to cover all lodging operating costs and future capital improvements. Room Rates are comprised of the following:

(1) Lodging Service Fee: This fee is established to cover the costs of services and amenities such as housekeeping services, television, internet, lodging operating and administrative expenses, furnishings, and equipment that are not available through appropriated funds. All users of the Lodging Program will pay this fee regardless of duty status. Commonly referred to as "Room Rate" or "Base Unit Rate".

(2) Surcharge: Commonly referred to as a "Non-official User Fee". 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. Non-official users must pay this surcharge to reimburse the federal government for these expenses. The USPFO will approve the surcharge and provide notice to the LFAC of the directed surcharge rate. IMA will post this notice and include language in the policy information all guests are required to acknowledge. Failure to acknowledge or lack of acknowledgement does not remove liability to the policies in effect.

b. Other Fees (billed as additional line items on reservation receipts).

(1) Late Check-out Fees. Users without preapproved late check-out after 0900:

i. 0901-1200: \$20.00.

ii. After 1200: Cost of one night at the room rate for the reserved room.

(2) No-Show or Late Cancellation (after 1200 on the first day of the reservation): Cost of one night at the room rate for the reserved room.

(3) Non-Official User Fee: \$3.00 per night or IAW USPFO/IDMA MOA.

(4) Lost or damaged key: \$30.00 per key.

(5) Room Damage or Theft: Repair or replacement cost.

7-7. Physical Security

a. All lodging facilities will comply with applicable physical security regulations.

b. IMA BOS Staff and 129th RTI Course Managers (for students in courses they manage) are authorized to conduct unannounced health and welfare inspections.

c. Shared bathrooms, dual-occupancy lodging rooms and billets/bays will be restricted to same sex occupancy.

d. Billeting and Lodging operations will maintain a positive key control program to maximize security and accountability. Annual key custodian inventories are mandatory.

e. Users/Guests are not permitted to access restricted areas of the IMA nor areas not directly related to normal occupancy expectations (Housekeeping Office, State Janitorial/Custodian's Office, Communications Rooms, Private Offices, etc.)

f. Users/Guests of opposite sex are not allowed to co-occupy lodging rooms. At any time guests of the opposite sex are in the same lodging room or billeting/bay room, the door must be propped open. Violators are subject to immediate dismissal from the premises without any expectation of reimbursement of costs incurred.

Appendix A References

Regulations

32 CFR Part 651

Environmental Analysis of Army Actions; Final Rule

ILARNG Integrated Cultural Resource Management Plan (INCRMP)

ILARNG Integrated Pest Management Plan

ILARNG Statewide Operational Noise Management Plan (SONMP)

AR 15-6

Procedures for Investigating Officers and Boards of Officers

AR 40-5

Health and Environment

AR 190-45

Serious Accident Reporting

AR 200-1

Environmental Protection and Enhancement

AR 210-22

Private Organizations on Army Installations

AR 385-10

The Army Safety Program

AR 420-1

Army Facilities Management

Chapter 5, Illinois Compiled Statutes, Act 220 (Intergovernmental Cooperation Act)

AR 735-5

Property Accountability Policies

DA PAM 385-40

Army Accident Investigation and Reporting

DODI 4000.19

Interservice and Intragovernmental Support, 9 August 1995

NGR 5-1

National Guard Grants and Cooperative Agreements

NGR 5-2

National Guard Support Agreements

NGR 5-3

Army National Guard Garrison Training Centers

NGR 5-3-1

Army National Guard Billeting and Lodging Program

NGR 420-10

Base Operations/Maintenance and Minor Construction

NGIL 350-1

Unit Training Management

Policies**NGIL Policy 20-19-002-TAG**

Possession and Use of Privately Owned Firearms

NGIL Policy 600-13-010

General Order: ILNG Alcoholic Beverage Policy

USPFO-IL Memorandum for Illinois Military Academy

Non-Official Fee (Surcharge) Rate Designation – Illinois Military Academy

Forms

DD 448: Military Interdepartmental Purchase Request (MIPR), June 1972

DD 1144: Support Agreement, November 2001

IMA Form F: Fee Waiver Consideration Request

IMA Form 1: Bay Reservation Roster

IMA Form 2: Statement of Non-Availability (SNA)

Sites

IMA Lodging Request Site (Non-NIPR):

<https://resnexus.com/resnexus/reservations/book/30F64A89-5FD9-4F47-B636-6EA185CEBF4D>

IMA SharePoint Online Homepage (CAC/Access Required):

<https://armyeitaas.sharepoint-mil.us/sites/NGIL-G357/SitePages/G39-IMA.aspx>

**Appendix B
Maps**

B-1. Installation Map

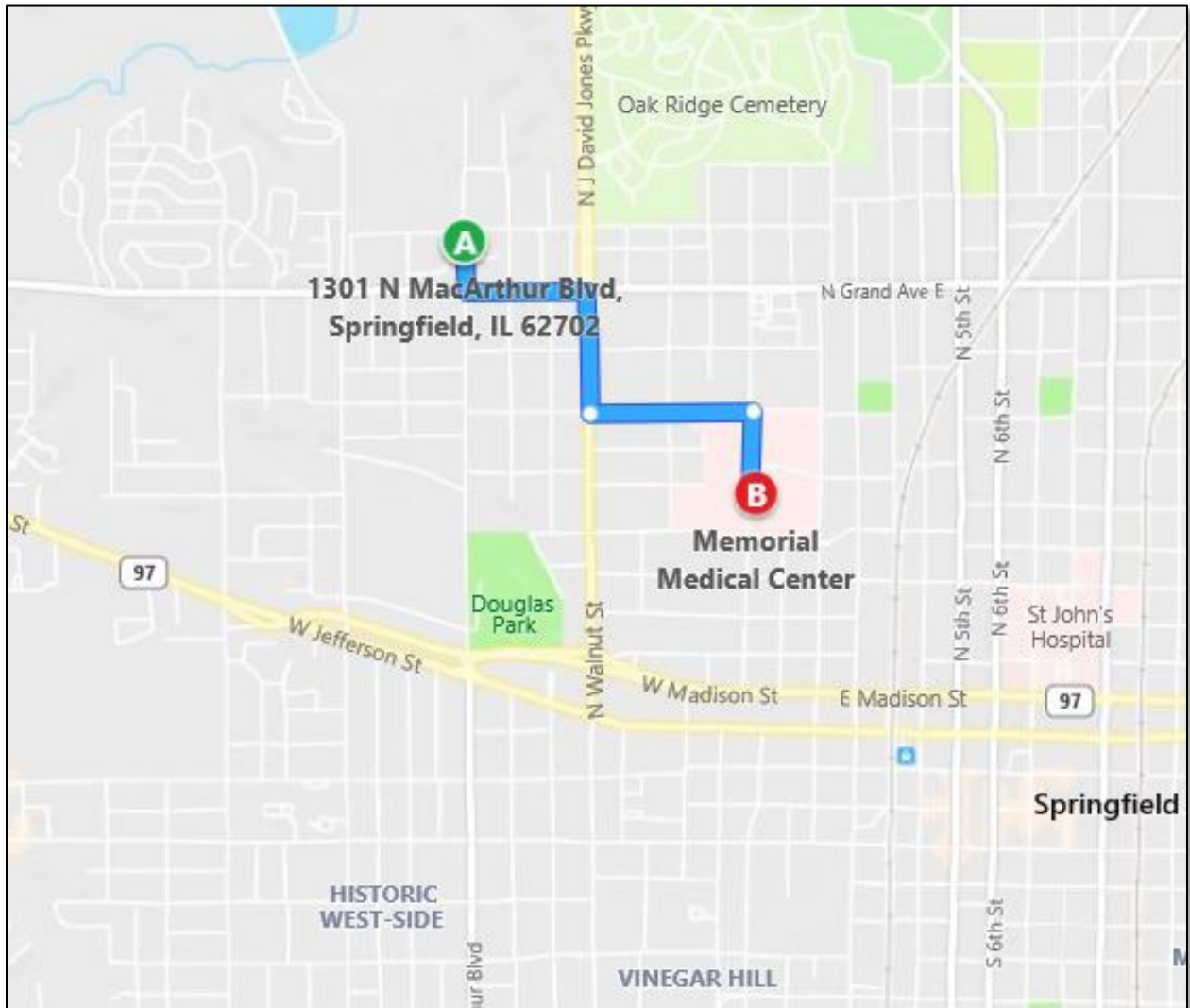


NOTE: ALL MAPS NOT TO SCALE

B-2. Hospital Strip Map

Memorial Medical Center

1. From Camp Lincoln, head east. Go for 0.1 mi.
2. Turn right onto N MacArthur Blvd. Go for 0.1 mi.
3. Turn left onto N Grand Ave W. Go for 0.2 mi.
4. Turn right onto N Walnut St. Go for 0.3 mi.
5. Turn left onto W Calhoun Ave. Go for 0.3 mi.
6. Turn right onto N Rutledge St. Go for 0.2 mi.
7. Turn left. Go for 154 ft.
8. Arrive at your destination on the right

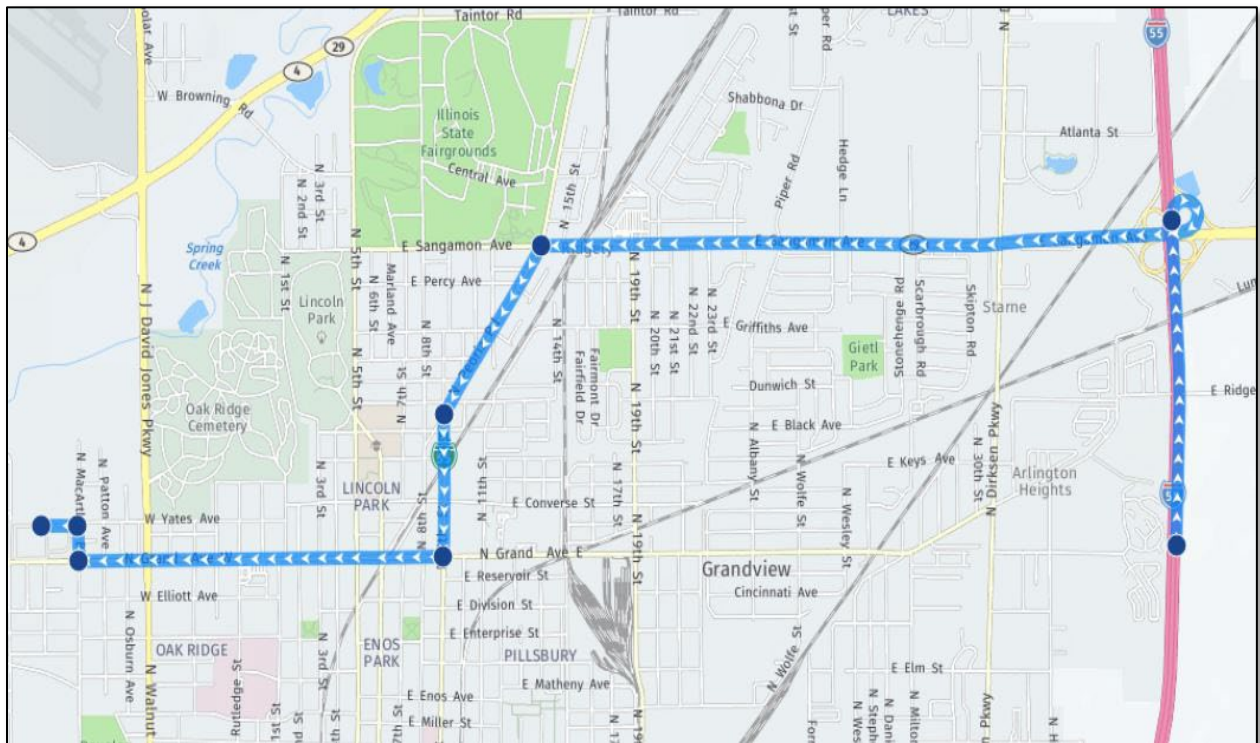


B-3. Convoy Strip Map from I-55

a. **IMA GPS / Mailing Address:**

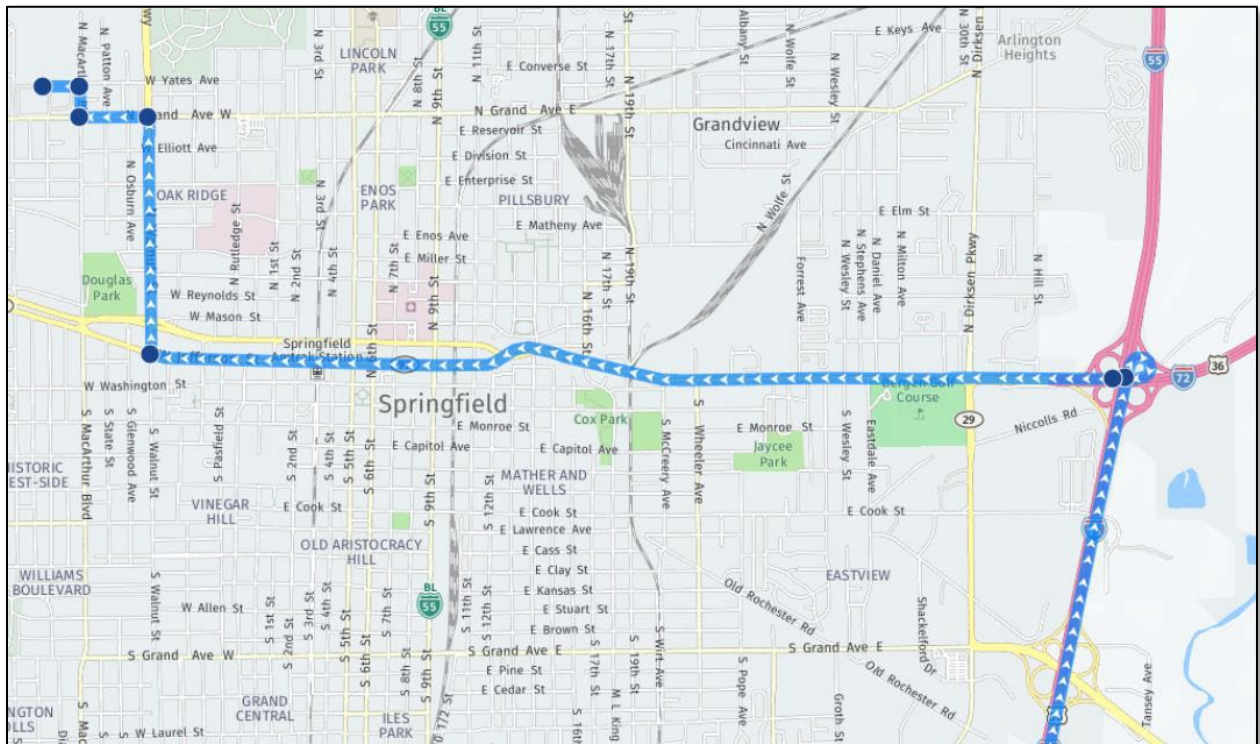
Illinois Military Academy
1301 N. MacArthur Blvd.
Springfield, IL 62702

1. Take exit 100B toward Abraham Lincoln Capital Airport/Sangamon Avenue onto E Sangamon Ave. Go for 2.6 mi.
2. Turn left onto N Peoria Rd (I-55-BL). Go for 0.7 mi.
3. Turn left onto N 9th St (I-55-BL). Go for 0.5 mi.
4. Turn right onto N Grand Ave E. Go for 1.3 mi.
5. Turn right onto N MacArthur Blvd. Go for 0.1 mi.
6. Turn left. Go for 0.1 mi.
7. Arrive at your destination on the left.



B-4. Convoy Strip Map from I-72

1. From I-72.
2. Take exit 98B toward Clear Lake Ave/IL-97 W onto I-72. Go for 0.3 mi.
3. Continue on E Clear Lake Ave. Go for 3.6 mi.
4. Turn right onto N Walnut St. Go for 0.9 mi.
5. Turn left onto N Grand Ave W. Go for 0.3 mi.
6. Turn right onto N MacArthur Blvd. Go for 0.1 mi.
7. Turn left. Go for 0.1 mi.
8. Arrive at your destination on the left.



Appendix C Establishing IMA Facility Use Agreements

Establishing an MOA for IMA Use (Outside Organizations: Non-DOD)

1. Requesting Agencies or Organizations (Non-Federal) will contact the IMA Housing Office or Base Operations Supervisor to initiate the MOA process.
2. Requesters will initiate the MOA process no less than 90 days in advance of their expected use date.
3. Use of the IMA facilities will not be granted until the MOA is approved by all applicable authorities/signatories.
4. Payment for use is expected prior to use. Variations from this expectation must be documented in the established MOA. Payment is in the form of a check made payable to "IDMA". Credit/Debit Cards are currently not accepted for IMA facility use (i.e. classroom/DFAC rentals).
5. Requesters acknowledge that outside of 30 days prior to the event, military activities may take priority which may require requesters to alter or cancel their request.
6. Inside 30 days IMA will make every attempt to avoid disrupting planned events.
 - a. Requesters whose payment to secure their request has been received will only have their request altered due to emergency or by direction of the G-3.
 - b. In the instance a paid request is cancelled, DMA-IL or USPFO as applicable will issue a refund or IMA will adjust request dates through coordination with the requester.

Establishing an FS Form 7600A (General Terms & Conditions) for IMA Facility Use (Outside Organizations: Federal)

1. Requesting Agencies or Organizations (Federal) will contact the IMA Housing.
2. Office or Base Operations Supervisor to initiate the FS Form 7600A process.
3. Requesters will initiate the FS Form 7600A process no less than 90 days in advance of their expected use date.
4. Use of the IMA facilities will not be granted until the FS Form 7600A is approved by all applicable authorities/signatories.
5. Payment.
 - a. Army Users (ARNG/RA/USAR) will establish and fund a WBS in GEBS prior to use. After completion of the training event, the USPFO-IL will process debit funds from the user's WBS. Funds not utilized on the WBS will be returned to the user prior to the end of the Fiscal Year.
 - b. Non-Army Federal Users will establish an FS Form 7600B (Order) in G-
6. Invoicing. Orders will be processed through G-Invoicing which replaced the MIPR process.
7. Requesters acknowledge that outside of 30 days prior to the event, military activities may take priority which may require requesters to alter or cancel their request.
8. Inside 30 days IMA will make every attempt to avoid disrupting planned events. Requesters will only have their request altered due to emergency or by direction of the G-3.

APPENDIX D

Emergency and IMA Training Site Contact Information

Emergency Numbers

- Ambulance • Emergency - 911/Contact IMA Front Desk 217-761-1200
- Memorial Medical Center - (Springfield) • 217- 788-3000
- Fire Department • Emergency - 911
- Springfield Police Department • Emergency – 911
- Camp Lincoln Security• 217-761-3619

IMA Training Site Numbers

- 129th RTI/IMA OIC • 217-761-1221
- IMA Base Operation Supervisor/Facility Manager • 217-761-1227
- IMA Housing Office (Training Space and Bays) • 217-761-1225/1229
- IMA Lodging (Front Desk) • 217-761-1200/1201
- Joint Operations Center (JOC) • 217-761-3941
- Camp Lincoln PX • 217-524-1758

Email Information: Base Operations or Housing Office

Email: IMA-IDMASHarePoint@army.mil

TO DIAL OUT ON INSTALLATION PHONES: PRESS 86+1

Appendix E

Exception to Alcohol Policy Memo Example



DEPARTMENT OF THE ARMY AND AIR FORCE
ILLINOIS ARMY AND AIR NATIONAL GUARD
1301 N. MACARTHUR BOULEVARD
SPRINGFIELD, IL 62702-2317

NGIL-OFFICE SYMBOL

Date

MEMORANDUM THRU

Training Site Commander/Manager (IMA-CDR), 1301 N. MacArthur Blvd., Springfield, IL 62702

FOR NGIL-G-3, 1301 N. MacArthur Blvd., Springfield, IL 62702

SUBJECT: Request for Exception to NGIL 350-11 and General Order – Illinois National Guard Alcoholic Beverage Policy, 18 August 2016

1. Illinois Military Academy requests exception to NGIL Policy 600-13-010, General Order- Illinois Army National Guard Alcoholic Beverage Policy restriction, for xxx held on xx Date ~~xxxx~~.
2. Justification: List appropriate justification for exception.
3. The following control measures will be implemented during the event:
 - a. List appropriate control measures.
 - b. Include risk management worksheet.
 - c. The event will begin at xx and conclude approximately xx.
4. POC for this memorandum is the undersigned.

UNIT COMMANDER
RANK, BRANCH, AFFILIATION
Position

Appendix F
Local Form F: IMA Form F, Fee Waiver Consideration Request



Illinois Military Academy
Attn: Base Operations Office
1301 N. MacArthur Blvd. – Bldg 39
Springfield, IL 62702

Date:

SUBJECT: Request for consideration to waive any applicable fees

I respectfully request a waiver consideration for any or all fees associated with the following training space/billeting reservation request:

Organization/Agency:

Agreement Number:

Training Dates: Start Date: End Date:

Contact Information	Training/Usage Description
Name: <input type="text"/>	<input type="text"/>
Email: <input type="text"/>	
Phone: <input type="text"/>	
<input type="text"/>	
Address: <input type="text"/>	


Signature: Date:

Local: IMA Form F
Fee Waiver Consideration Request

Appendix G

Local Form 1: IMA Bay Reservation Request Roster

Form Available at: [IMA Bay Lodging Reservation Request Portal](#)

 Illinois Military Academy		<h3>Bay Reservation Request Roster</h3>											
1. ORGANIZATION				2. CONTACT INFORMATION									
UNIT or ORGANIZATION NAME				POC	NAME (LAST, FIRST)		RANK	POSITION/TITLE					
ADDRESS													
					PHONE #		EMAIL ADDRESS						
3. DATES REQUESTED				ALT POC	NAME (LAST, FIRST)		RANK	POSITION/TITLE					
Occupy													
Clear					PHONE #		EMAIL ADDRESS						
4. REASON FOR REQUEST				5. OCCUPANTS				OFF	WAR	ENL	CIV	TOTAL	
				MALE								0	
				FEMALE								0	
				TOTAL (RANK)				0	0	0	0	TOTAL	0
6. PERSONNEL ROSTER													
NAME (LAST, FIRST)				RANK	SEX	<u>INSTRUCTIONS</u>							
						1. Complete all fields. 2. Attach completed form to the appropriate Bay Reservation Request in SharePoint Online. 3. Ensure Request and Form Accuracy Before Submitting an Online Request.							
						<u>GUIDANCE</u>							
						1. A completed roster is required for each Bay Request. 2. Each IMA bay supports 6 occupants with the exception of one 10-person bay. 3. Per NGIL 350-50-3 (IMA), Reservation Requests are to be submitted between 14-90 days of occupancy.							
						Example: Total Pax = 14 (12 Male/2 Female) <ul style="list-style-type: none"> • Request 3 Bays (2 for Males/1 for Females) • Provide 3 Separate Rosters (One for each bay) • Requester is responsible for Roster accuracy 							
7. AUTHORIZATION AND APPROVAL													
FULL NAME AND TITLE OF REQUESTOR						SIGNATURE							
IMA APPROVAL AUTHORITY						SIGNATURE							
APPROVER NOTES <i>(OFFICIAL USE ONLY)</i>												Local: IMA Form 1 V2: 01AUG2025 Previous Versions are Obsolete	

Appendix H
Local Form 2: IMA Statement of Non-Availability (SNA)



Illinois Military Academy
1301 N. MacArthur Blvd. - Bldg 39
Springfield IL 62702

DATE:

SUBJECT: Illinois Military Academy Statement of Non-Availability (SNA)

1. Reference NGIL regulation 350-50-3, Illinois Military Academy, chapter 7, paragraph 7-1.d.
2. This memorandum serves as a statement of non-availability.
3. Quarters are not available at the IMA Lodging facility for the period from:

Date/s: Number of Nights:

4. Rank and name of Soldier receiving the statement of non-availability:

5. Serial number for this statement:

IMA, ILARNG
IMA MANAGEMENT

DISTRIBUTION
1-Indv
1-IMA Reception Desk

Local: IMA Form 2-SNA

**Appendix I
Camp Lincoln Incident Report**

<u>CAMP LINCOLN</u>	
<u>INCIDENT REPORT</u>	
Report #	
Date Occurred:	
Time Occurred:	
Location of Incident:	
Type of Incident Report:	Other <input type="button" value="v"/> If Other:
Reported By:	
Description of Injuries:	
Persons Involved Name:	
Address:	
Phone:	
Sex:	M <input type="button" value="v"/> Race: Age: D.O.B.:
Employee:	<input type="checkbox"/> Guest: <input type="checkbox"/> Victim: <input type="checkbox"/> Suspect: <input type="checkbox"/> Other: <input type="checkbox"/>
Vehicle Description: Year:	
Make:	
Model:	
Style:	
Color:	
Lic#/Vin:	
Persons Involved Name:	
Address:	
Phone:	
Sex:	M <input type="button" value="v"/> Race: Age: D.O.B.:
Employee:	<input type="checkbox"/> Guest: <input type="checkbox"/> Victim: <input type="checkbox"/> Suspect: <input type="checkbox"/> Other: <input type="checkbox"/>
Vehicle Description: Year:	
Make:	
Model:	
Style:	
Color:	
Lic#/Vin:	
Property Description:	
Misc. Info:	

Appendix J GLOSSARY

For the purpose of this regulation, the following definitions are applicable:

“Army Component” - All active duty Army units, all states and territories Army National Guard units, and all U.S. Army Reserve units. “Army Component” no longer applies to collegiate ROTC.

Automated Clearing House (ACH) - Also called automated funds transfer. Used as a secondary method of payment for Non-DoD Federal agencies. Not used for DoD entities.

Billeting- Commonly referred to as “bay room”; does not incur a fee unless deemed chargeable through an applicable agreement.

Block of rooms - A section of adjacent, adjoining, or time-bound rooms set aside for a specific request/event.

DFAC - Area of a dining facility used to serve and eat a meal.

Federal Agency - All Department of Defense (DoD) Branches of Service, all Non-DoD Federal Agencies/Entities, and Any State Agency or entity supported by federal funds under a cooperative agreement.

General Funds Enterprise Business System (GFEBs) - The Army’s new web-enabled financial, asset and accounting management system replacing 106 information systems like, Standard Finance System (STANFINS). Units use GFEBs to fund their training events at IMA. The USPFO is responsible for setting up a “Work Package” with a Work Breakdown Structure (WBS) number for the unit to fund.

Government Purchase Card (GPC) - Used as the primary payment method for Non-DoD federal, state, and local agencies, and may be used in lieu of a MIPR for DoD entities.

Identifiable Incremental Cost (IIC) - NGR 5-1, Chapter 6 defines IICs as: “the costs that a base or installation incurs that are directly related to the usage by the supported unit, and which the base or installation would not otherwise incur.” (E.I.: Rental, placement, and pickup of dumpsters and portable latrines, additional refuse pickups, grass mowing, and insect spraying, utilities for metered buildings, cost of consumables such as, targets, training area cleanup and damage repair, as well as employee overtime as a result of the use of the base or installation. Federal Agencies (Users) are only charged IICs per NGR 5-1.

Indirect Cost - NGR 5-2 defines an indirect cost as: “cost of resources, including overhead, that are not consumed by a single-cost object. Non-Federal Agencies (users) are charged IIC **AND** indirect costs.”

Intergovernmental Agreement - An agreement made under the Intergovernmental Cooperation Act between the State and any public agency to perform services, furnish property, and personnel. This document defines general areas of conditional agreement between two or more parties. If requiring reimbursement, the agreement must define the support, the basis for reimbursement, billing and payment procedures, and other terms and conditions.

Intraservice/Interservice/Intragovernmental Support Agreement (ISA) - (see NGR 5-2) Agreements to provide one-time or recurring support to another DoD or Non-DoD Federal Agency. DD Form 1144 specifies calculations of and basis for reimbursements, billing and reimbursement process, terms and conditions of agreement.

Lodging- Also referred to a room that incurs a fee to lodge in; Commonly referred to as “Paid Room”.

Military Interdepartmental Purchase Request (MIPR) - Used as funding document for support involving reimbursement between two or more DoD entities.

Memorandum of Agreement (MOA) - A document defining general areas of conditional agreement between two or more federal parties, and stipulates an amount of reimbursable cost. What one party does depends upon what the other party does.

Memorandum of Understanding (MOU) - A document defining general areas of mutual understanding between two or more federal parties. MOUs **DO NOT** involve reimbursement. It is an umbrella document explaining what each party plans to do. However, what each party does is not dependent on the other party’s actions.

Non-Federal Agency - Any state or local governmental agency that obtains funding from non-federal sources. Additionally, all civilian organizations regardless of funding source, such as private security firms.

Non-Official User - For lodging purposes only: Anyone here for a purpose other than National Guard business, or according to NGR 210-50, anyone whose home of record is within 50 miles from a training site and elect to stay in transient lodging for personal convenience.

Official Use - For lodging purposes only: Any Illinois National Guard Soldier, technician, state employee, or contractor on-site for the purpose of conducting National Guard business.

PFOIL-CA – Property Fiscal Office Illinois Cooperative Agreements.