

CAMP SMITH POLICIES AND PROCEDURES
ANNEX 3F – VISITOR QUARTERS SOP
JULY 2009

SUBJECT: Visitors Quarters (VQ) Camp Smith Training Site

1. The VQ is open to Active Duty Military, National Guard, Reserves, Military Retirees, New York Guard and Naval Militias. In addition, DOD (Department of Defense), NGB (National Guard Bureau) and DMNA (Division of Military and Naval Affairs) civilian employees, contract employees and NYS Office of General Services (OGS) employees with official business on Camp Smith. With permission and an approved lease agreement Non Military Users (NMUs) may also request billeting facilities. In special instances transient military with the approval from the Base Operations Supervisor or Post Director.

2. Priority of use:

- a. Military on Federal mobilization orders and Military on State Active Duty.
- b. Active Duty Military, National Guard, Reserves, Military Retirees, New York Guard and Naval Militias.
- c. Retired Military and dependents.
- d. Camp Smith Employees as required.
- e. Contract employees as required.
- f. Non-Military Users (MNU).

3. Rank/Grade restrictions for specific billeting buildings:

- a. There are no rank or grade restrictions for building 508 (unit commander can make a determination on restrictions for their command only).
- b. Buildings 89 and 90 are prioritized for usage by O4, WO4, E9, SG/MC-23 or GS-11 and higher. If building 89 or 90 are available 24 hours prior to a reservation any Active Duty Military, National Guard, Reserves, Military Retirees, New York Guard and Naval Militias personnel of all ranks will be allowed to request lodging.
- c. Contract employee/NMU use is restricted to buildings 508 and 89.

4. Fees are in accordance with the following schedule (all fees are per person):

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- a. Military, Retired Military members Building 508 \$15 per night. Accompanied family members in Bldg. 508 \$35 per night.
- b. Military, Retired Military and accompanied military family members Buildings 89 and 90 \$30 per night.
- c. DOD, NGB and DMNA civilian employees and contract employees Building 508 \$35 per night.
- d. DOD, NGB and DMNA civilian employees and contract employees Buildings 89 and 90 \$50 per night.
- e. All others Building 508 \$35 per night and Buildings 89, and 90 \$50 dollars per night.

5. Allowed uses:

- a. Buildings 508, 89, and 90 are designated for billeting use only.
- b. Use of the buildings for purposes other than billeting (Command Posts, classrooms, meetings etc.) is not authorized. Commanders, with the approval of the Base Operations Supervisor or Post Director, may hold social calls or functions in buildings 89, and 90.
- c. 508 dining facility (DFAC) is authorized for use as a kitchen, dining hall, classroom, and meeting hall when scheduled for specified uses.

6. Making a reservation for Bldg. 508, 89 and 90

- a. Call the Billeting office at (914) 788-7395 and check on bed availability. Follow up with an e-mail to (diane.barton1@us.army.mil) outlining the following information: Name, rank, gender, date of arrival & departure, POC & unit or organization (if applicable). The reservation will be held with a government or personal credit card.
- b. A phone call or email will confirm your reservation.
- c. Failure to cancel any of the reservations 48 Hours prior will be charged (unless change of orders)

7. Revocation of billeting privileges may occur under the follow circumstances:

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- a. Violation of UCMJ, Federal, State or local laws/regulations/ordnances/codes or Camp Smith Regulations/SOPs.
- b. At the request by service member/employees Commander/Supervisor.
- c. As directed by the Post Director or the Senior Military Post representative during the Director's absence.