

**WA Army National Guard  
Regulation 210-1**

**Installation**

**Installation/  
Facilities Rental/  
Lease Procedures**

**Headquarters  
Washington National Guard  
Camp Murray, WA  
8 September 2006**

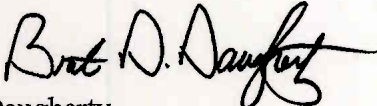


**Installation**  
**INSTALLATION/FACILITIES RENTAL/LEASE PROCEDURES**

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By Order of the Adjutant General

Timothy J. Lowenberg  
Maj Gen, WA ANG  
The Adjutant General

Official:   
Bret D. Daugherty  
COL, AV, WAARNG  
Construction and Facilities Management Officer

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**History:** This regulation was last revised 1 December 2001. This is a complete revision.

**Summary:** This regulation is the standard reference for the public use and rental of State of Military Department installations and facilities used by the Washington Army National Guard (WAARNG).

**Applicability:** This regulation applies to all employees of the Washington Military Department (WMD), which includes state employees, federal employees full-time, traditional guard members, and .Commanders, managers, and supervisors are not authorized to make exceptions to this policy.

**Proponent and Exception Authority:** The proponent of this regulation is the Military Department Construction and Facilities Management Office (CFMO), via the Real Property Manager.

**Army Management Control Process:** This regulation is subject to the requirements of AR 11-2. It contains internal control provisions and a checklist for conducting internal control reviews.

**Supplementation:** Supplementation of this regulation is official only when promulgated through the CFMO and approved by the Assistant Adjutant General, Army.

**Suggested Improvements:** Users are invited to send comments and improvements on a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to The Adjutant General, State of Washington, ATTN: CFMO, Camp Murray, Tacoma, Washington 98430-5013

Distribution. A

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\*This regulation supersedes WAARNG Reg 210-1, 1 December 2001

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## **CHAPTER 1 GENERAL**

1-1.PURPOSE. This regulation establishes, policy, procedures and guidance necessary to administer and manage the rental/lease program of state-owned/co-owned (federal and state) facilities used by the Washington Army National Guard (WAARNG). This regulation provides additional guidance for the rental or lease of federally supported facilities operated by the WAARNG. Shared use of National Guard Readiness Centers supports the WAARNG mission of providing service and support to local communities.

1-2.APPLICABLE. The provisions contained in this regulation are applicable to all personnel and activities under control of the WAARNG and pertinent state employees except those personnel and activities covered under:

- a. WAARNG Regulation 210-2: BILLETING OPERATIONS FOR TRANSIENT QUARTERS.
- b. HEADQUARTERS MEMORANDUM Number 210-1: Installations, CAMP MURRAY TEMPORARY LODGING, RECREATIONAL VEHICLES AND CAMPERS.

1-3.REFERENCES.

a. Required Publications

- (1) Revised RCW 38.04.010, General Provisions (cited in para 1-4a)
- (2) RCW 38.12.020, Powers and Duties, The Adjutant General (cited in para 1-5a)
- (3) RCW 38.20.010, Armories and Rifle Ranges (cited in para[s] 1-5a, 2-1a, 2-1d, 2-1e, and 3-10)
- (4) National Guard Regulations 5-1/ANG 63-101 (cited in para[s] 1-5a and 4-3b)
- (5) WAARNG Regulation 210-2, Billeting Operations for Transient Quarters (cited in para[s] 1-2a and 4-6)

b. Related Publications

- (1) HQs MEMO 210-1, Camp Murray Temporary Lodging, Recreational Vehicles and Campers.
- (2) RCW 38.20.101(5), Rifle Ranges
- (3) WAARNG Reg 11-27, Washington Army National Guard Energy Conservation Plan.

c. Prescribed Forms

- (1) DA Form 4753, Notice of Unsafe or Unhealthy Working Condition (prescribed in para 2-1e[4])
- (2) MIL FORM 42, Readiness Center Rental Charge Schedule (prescribed in para[s] 2-1f, 3-1d[5], 3-6f, 3-6f[3] and 4-1c)
- (3) MIL FORM 43, Readiness Center Rental Register (prescribed in para[s] 3-6c and 4-5)

(4) MIL FORM 65-2, Request for Goods or Services (prescribed in para 3-3c)

(5) MIL FORM 69, Notice of Delegation of Authority (prescribed in para[s] 5-2b and 5-2e)

(6) MIL FORM 80, Application and Rental Contract for State Readiness Centers (prescribed in para[s] 1-4g, 1-5b[6], 1-5b[8], 1-5c[4], 1-5d[5], 2-1b, 3-1, 3-1a, 3-1b[4], 3-1d[1], 3-1d[2], 3-1d[3], 3-1d[4], 3-1d[5], 3-1f[1], 3-6a, 3-6b, 3-6c, 3-6d, 3-6e, 3-6f[2], 4-1b, 4-2a[1], 4-2a[2], 4-2b, 4-2c, 4-5, and 5-1b)

(7) MIL FORM 370, Audit Checklist (prescribed in para[s] 1-5d[9] and 1-5d[10])

(8) MIL FORM 448, Military Interdepartmental Purchase Request (MIPR) Worksheet (prescribed in para 4-2a[1])

d. Referenced Form. DA Form 2028, Recommended Changes to Publications and Blank Forms

#### 1-4.DEFINITIONS.

a. Readiness Center. A Readiness Center is a state-owned, co-owned (federal and state) or state-leased or -licensed building designed to house a Unit(s) of the WAARNG. In reference to this regulation, the term 'Readiness Center' is also defined as and includes any building (or any portion thereof), rifle range, camp site, airport, vessel, quarters, accommodation or training facilities devoted to the use of the militia. RCW 38.04.010 defines an armory (Readiness Center) as any state-owned building, warehouse, vehicle storage compound, organizational maintenance shop or other facility and the lands appurtenant thereto used by the Washington National Guard for the storage and maintenance of arms or military equipment or the administration or training of the militia.

b. Real Property Manager (RPM). The administrator and the single point of contact of the rental/lease program who executes agreements for the Washington Military Department. The RPM also ensures that buildings and facilities are operating smoothly and efficiently by meeting both the customer and tenants' needs (e.g., safety, health, comfort, attractiveness and convenience of public access) while supporting the armories. The RPM will also mitigate facility-related issues and disputes involving tenants and/or renters. The RPM is located within, and a part thereof, the Construction and Facility Management Office of the Washington State Military Department.

c. Station. Any piece of real property owned, leased, or licensed by the State of Washington.

d. Station Commander. The commander of the senior WAARNG Unit stationed at a facility.

e. Facility. Any piece of real property, including structures, owned, leased, or licensed by the State of Washington that contains an improvement located thereon.

f. Building Manager. The designated full-time representative, who is appointed by the Station Commander, authorized and tasked to ensure the proper day-to-day operation and maintenance of a facility. Normally, this will be a full-time federal (AGR/Technician) supply technician or a senior full-time employee of the senior WAARNG Unit at a facility. The Station Commander may modify this guidance based on local custom and circumstances.

g. Rental. The short-term use of a Readiness Center by a group, individual or government agency as documented through an Application and Rental Contract for State Armories (MIL Form 80) (Appendix A).



h. Lease. The long-term use of a Readiness Center by a group, individual or government agency as documented through a Lease. A Lease is negotiated, prepared and approved through the Real Property Office and signed by The Adjutant General.

i. Revenue or income. Funds collected from the rental or lease of readiness centers that are deposited into the Washington State Treasury and managed by the Washington Military Department Finance Director.

#### 1-5.RESPONSIBILITY.

a. The Adjutant General (TAG). Shall provide overall guidance and policy on the rental of facilities in accordance with RCW 38.20.010. RCW 38.12.020 authorizes TAG to rent or lease Readiness Centers for authorized purposes. National Guard Regulation 5-1/ANGI 63-101 provides the authority to rent federally-supported Readiness Centers. Federal real property licensed to the state for use as a state military facility is subject to the license issued and may be sub-licensed for temporary events upon approval of TAG.

b. The Real Property Manager (RPM). Has the primary responsibility of directing the rental/lease program. The RPM is also the single point of contact to prepare and manage rental, lease and use agreements to ensure that buildings and facilities are operating smoothly by efficiently meeting the customer and tenants' needs (e.g., safety, health, comfort, attractiveness and convenience of public access). In the absence of a RPM, these responsibilities revert to the Assistant Adjutant General. The RPM also assists in mitigating facility related issues involving disputes among tenants and is directed to:

(1) Oversee the Readiness Center rental and lease program in accordance with TAG guidance, this regulation, and local requirements;

(2) Provide guidance for following all applicable federal, state and local laws, and governmental regulations for the operation of the facility;

(3) Establish, implement, and maintain an automated system for reporting rental and lease activity;

(4) Manage the expenditure of Readiness Center rental/lease funds in coordination with the Construction and Facilities Management Office (CFMO), which includes the approval of maintenance, repairs, equipment replacement, and operating expenses necessary for improvement of the appropriate facility as requested by the Building Manager; and approved by the Director of CFMO.

(5) Recommend for approval of all rental agreements on behalf of CFMO. Provide a copy of approved rental agreements to the Readiness Center Commander and tenant;

(6) Review and approve MIL Form 80 as submitted by the Building Manger for WAARNG facilities and/or properties; in accordance with the CFMO authorization

(7) Conduct annual training classes for Readiness Center personnel, Station Commanders, Building Managers, and their representatives regarding the requirements of this regulation; and

(8) Issue and monitor pre-numbered MIL Form 80 to designated personnel.

c. Finance Director has the responsibility to:

(1) Receive and deposit all checks associated with Readiness Center rentals and leases;

- (2) Keep a copy of the rental and lease agreement;
- (3) Maintain a current balance for rental funds available to each facility and central lease accounts;
- (4) Monitor and review cash receipts in conjunction with the MIL Form 80 for consistency to detect irregularities and trends for each facility;
- (5) Return security deposits to renters after notification by Building Manager that cleaning was satisfactorily accomplished and no damage or loss was incurred at the facility; and
- (6) Generate monthly revenue and expenditure reports listing each Readiness Center.

d. Building Manager. The Building Manager is the full-time representative of the Station Commander and shall:

- (1) Be responsible for the rental of the facility;
- (2) Become familiar with and assure compliance of all local codes and ordinances relating to public assemblies, occupancy limitations, noise limitations, fire prevention, panic precautions, police permits and protection, and other safety measures;
- (3) Brief the renter, at time of signing, about the agreement, rules, and policies prior to the start of the event. Briefing should be comprehensive and cover all items that the lessee/renter may have a need to know that will include; checklist pre-post inspection, rental agreement, a security briefing that, at a minimum, will identify off-limit areas, cleaning standards, inventory count of any chairs, tables and/or other equipment used by tenant and an emergency point of contact;
- (4) Have the authority to require a renter to provide security during the rental. Security may be a private uniformed/licensed security firm or an authorized off-duty military personnel (each building manager will provide and/or develop a list of trained and available soldiers). All security will be subject to the jurisdiction of the Building Manger. It will be required that all security personnel will be identified with windbreakers that say "staff" to lock up and inspect the facility at the completion of each event. Authorized off-duty military personnel will be compensated at a prevailing wage and paid directly from the renter;
- (5) Prepare and submit to RPM a MIL Form 80 along with the accompanying funds for approval and processing of the rental agreement;
- (6) Maintain a schedule/calendar of events for the facility;
- (7) Attend an annual training class sponsored by the Real Property office;
- (8) Submit an annual report of rentals to the RPM at Camp Murray, Tacoma, WA 98430-5013;
- (9) Conduct a joint inspection of the facility with the tenant by completing the pre-inspection part of the Audit Checklist (MIL Form 370) (Appendix B), with the renter before the rental event and note any deficiencies;

(10) Ensure that the post-inspection segment of MIL Form 370 be completed as soon as practical after the event. It will include a count of tables, chairs, and other property that the tenant will use or has access to during their rental with the physical condition of equipment noted on the form;

(11) Be prepared to request local law enforcement support for any situation which may be illegal or out of control; and

(12) Provide guidance and policy for day-to-day operation of the facility.

## **CHAPTER 2**

### **USE OF READINESS CENTERS**

2-1.STATE READINESS CENTERS. State Readiness Centers are to be used strictly for military purposes except as provided in this regulation. Use by a Unit(s) or individuals of the Washington Army Guard (WAARNG) and Washington Military Department (WMD) will have priority use over any other group or organization.

a. One room in each facility may be set aside for use by a bona fide veteran's organization, as listed in Appendix C, at the discretion of the Station Commander. Necessary furniture, heat, lights, and janitorial services will be provided by the Military Department (RCW 38.20.010). Members of such organizations and their auxiliaries shall have access to and use of the room at any time that is not in conflict with the WAARNG.

b. Bona fide veterans organizations may be permitted the use of any state Readiness Center for athletic (see 2-2a below for restrictions) and social events (subject to fire code limitations) when not in use by WAARNG Units. Payment of normal rental charge is required and is listed on a completed schedule of rental charges for a specific Readiness Center. These organizations shall also pay operation and maintenance costs that include heating, lighting, and other miscellaneous expenses incidental to such use. The execution of a MIL Form 80 (Appendix A) is mandatory in all cases.

c. The Adjutant General (TAG) may, during any emergency, permit transient lodging in Readiness Centers of active military personnel only, or other official groups directly involved in the response to the emergency. (This also includes use by the American Red Cross and/or state, county, or city government in the event of civil emergency and/or natural disaster.) No other billeting of individuals in any Readiness Center, or on its grounds, will be authorized unless approved by TAG.

(1) The scheduling or reservation of facilities will be made with the building manager as soon as the need for facilities become apparent.

(2) Overnight armory stays by other personnel outside of the Washington Army National Guard will be charged \$ 5.00 per person per night.

(3) The presence of a fire guard is required for overnight stays.

(4) Renters are responsible for familiarizing themselves with and adhering to all installation safety, fire prevention/protection and conservation.

(5) Renters will exercise proper care of state or government furnishing and reimbursement to the installation for loss of, or damage to, state or government property.

(6) Renters will ensure that pets are not maintained in the Readiness Center.

(7) Renters will properly safeguard valuables and lock the installation when unoccupied. The WMD is not responsible for lost or stolen property.

(8) Upon completion of an overnight stay or event, the renter will agree to immediately vacate and deliver the property in a condition as good as, or better than that which presently exists. Reasonable wear and tear may be accepted by the Building Manager.

(9) Requests for exceptions to this regulation will be submitted to The Adjutant General (TAG) and will be considered on a case-by-case basis.

d. Any civilian rifle club affiliated with the National Rifle Association of America shall be permitted to use any operational indoor rifle range in a Readiness Center. The rifle range must be available for rental to an NRA affiliated organization at least one night each week. Use of ranges by law enforcement groups is also authorized. These organizations must demonstrate that they have trained personnel who are certified in firearms safety and have been trained on requirements of local range standard operating procedures as related to RCW 38.20.010(5). **Such personnel must be present during the use of the range by their group.** Ranges will only be used for firing of pistols in standard chambering of up to .22 caliber (no magnums) and rifles of .22 caliber. The range must be certified as meeting OSHA/WISHA requirements by the WAARNG Safety Officer before the rifle range can be used for any rental. Range may be occasionally closed for cleaning and could temporarily disrupt rental of the range.

e. Indoor firing ranges: Ranges will only be rented to authorized civilian rifle clubs affiliated with the National Rifle Association and local law enforcement organizations. These organizations must demonstrate they have personnel trained and certified in firearms safety and have been trained on requirements of local range SOP (RCW 38.20.010(5)). Those persons must be present for the duration of use of the range by their group. For further information see the indoor range SOP published by DCSOPS of the WAARNG.

(1) The firing of ammunition indoors will be confined to properly classified indoor firing ranges only.

(2) Detailed initial and periodic inspections of all indoor firing ranges will be conducted as prescribed to ensure compliance with current safety and health standards.

(3) Any indoor firing range which is deemed unsafe will not be used by any ARNG, ANG or civilian personnel.

(4) For any range classified as unsafe, a DA Form 4753, Notice of Unsafe or Unhealthy Working Condition, will be posted on the entrance.

(5) Any range classified as unsafe will be secured.

(6) All new ranges will be designed using the latest standards provided by NGB-AEN.

(7) The use of indoor firing ranges for purposes other than firing is prohibited.

f. Readiness Centers shall be available, at the discretion of TAG, for the following purposes. A payment based on the Readiness Center Rental Charge Schedule (MIL FORM 42), which includes rental charges,

damage deposit charges, and utility cost charges for each state-owned Readiness Center must be collected. A copy of this schedule is listed in Appendix D:

- (1) Primary and high school students have preferential rights in the use of the Readiness Centers.
- (2) Casual civic purposes.
- (3) Amateur and professional sports to include but are not limited to basketball, volleyball, wrestling, and boxing. Building Managers must ensure that allowed athletic activities are played in a manner to avoid facility damage.
- (4) Theatrical productions.
- (5) Non-Commercial Users - Events in this category include wedding and anniversary receptions, routine meeting of service clubs or veterans' organizations, and non-profit Community cultural exhibits that charge an admission fee.
- (6) Non-Profit Users - Functions of non-profit organizations, groups or individuals that are not commercial in nature and are not conducted for profit making purposes may be permitted. Typical functions include community sponsored teenage dances, school dances, and fund-raisers for non-profit organizations that charge an admission fee. When there is a question regarding an organization's tax status, a tax exempt identification number and non-profit certification from the State will be required.

## 2-2.RESTRICTIONS ON USE.

- a. Facilities will not be rented for athletic activities that could reasonably cause damage during the normal conduct of those activities. Prohibited indoor athletic activities may include but are not limited to baseball, softball, soccer, and archery.
- b. Readiness Centers may not be used for political purposes, nor will the facilities be rented to a political organization, or any affiliate thereof, except to local government agencies for use as a polling place or in the event of an emergency or declared disaster.
- c. Commercial Users. Functions of commercial or profit-making organizations, individuals, or groups (regardless of whether the user advertises or promotes the function, or restricts attendance) **will not be permitted**. Included in this category are functions that include dances conducted by private individuals or entities as profit making ventures, dealers' exhibits, and commercial sales or promotional activities where large numbers of people will attend and profits will accrue solely to the private/commercial organization. Exceptions may be granted if the profits generated are for some public or beneficial use. These exceptions may only be granted by TAG or the Real Property Manager (RPM).
- d. No other billeting of individuals in any Readiness Center, or on its grounds, will be authorized unless approved by TAG or CFMO.
- e. Rifle ranges cannot be rented to any organization not affiliated with the National Rifle Association or is not a local law enforcement organization.
- f. Readiness Center grounds and/or parking lots will not be used for the storage of personal cars, boats, recreational vehicles, or other personal property. Temporary parking of personal vehicles at the Readiness Center during individual duty training or annual training is authorized and will be coordinated by the Unit

commander. Certain areas may be designated for visitor or employee parking. Parking may be limited during business hours and the employee parking areas may not be available for visitor use. Long term parking will not be permitted for federal deployment.

- g. Use of alcohol on state facilities is not allowed.

### **CHAPTER 3 RENTAL OR LEASE OF READINESS CENTERS**

3-1. RENTAL PROCEDURES. The rental of state Readiness Centers shall be governed by the following guidelines/ procedures: All MIL Form 80's for all state and/or federal Readiness Centers will be completed and approved prior to the facility being made available to the renter. The following procedures will be followed to complete the application process:

- a. The prospective renter will complete a MIL Form 80 for rental of a facility, sign it (front and back), and return it to the Building Manager along with a check for payment of rent, utilities and damage deposit.

- b. Determine Charges/Fees

- (1) Rental fees per fee schedule

- (2) Utilities

- (3) Damage deposit will be \$100.00 or 40% of the rental charge, whichever is greater. State and federal agencies are exempt from providing a security deposit. However, these groups may be barred from further use of the facility if they do not properly clean or if the facility is damaged. A warning may be given to the state or federal agency to bring the premises back to the original condition before further action is taken against the agency.

- (4) At the time of execution of all rental agreements, an administrative fee, of not less than \$25.00 or as specified in the MIL Form 80, for each scheduled event is needed to reserve a specific date for that user. This amount will not be refunded.

- c. Types of Payments

- (1) If the rental is in less than seven (7) days prior to the event, then a money order or cashier's check will be required for the rental.

- (2) If the rental will be in more than seven days, a check will be accepted

- (3) The check will be made payable to the Washington Military Department.

- (4) No cash shall be accepted

- (5) Any individual or organization whose rental check is returned for non-sufficient funds (NSF), stop payment, or any other reason will be barred from further rental of any WAARNG facility. A returned check fee of \$25.00 will be charged on all returned checks and said \$25.00 will be deposited into the general fund.

- d. Rental Agreement Execution

(1) The Building Manager will submit the MIL Form 80, with a check for all charges and fees per (2) above to the RPM, as soon as possible and within seven days prior to the event. Send to Washington Military Department, ATTN: Real Property Office, Bldg 36, Camp Murray, WA 98430-5013.

(2) When approved, the RPM will forward the check or money order to the Washington Military Department Finance Division for the deposit of the payment, along with all copies of the MIL Form 80.

(3) Upon receipt, State Financial Services will deposit payment in accordance with the Office of Financial Management regulations and properly annotate the receipt of funds on the MIL Form 80. Utility charges will be recorded as a recovery of expenditure against the utility operating costs of the Readiness Center. The deposit will be retained through the end of the rental period. The RPM will forward the yellow and pink copies to the Building Manager, while the white copy of the MIL Form 80 is retained by the RPM for three years. The renter will receive the pink copy from the Building Manager when it has been returned from the RPM.

(4) Upon receipt of an approved and fully executed MIL Form 80, the Building Manager will retain the yellow copy and forward the pink copy to the renter.

(5) There is no in-kind payment made in lieu of rental charge, without the prior written approval from TAG or his/her authorized representative. If it is determined that it is in the best interest of a facility, the Station Commander or authorized representative must submit a written statement along with MIL Form 80 stating the value of services received are equal to or greater than the value of rental charges that would have been received. Also, the service to be rendered will be specifically outlined in the statement. If the value of services exhibits unsatisfactory standards, the Station Commander may authorize the immediate demand of payment of rental charges as per the MIL Form 42.

e. If for any reason the renter does not use the facility, the Building Manager will notify the RPM in writing and/or e-mail. State Financial Services will compute any refund due the renter and issue a refund check. A processing fee of \$25.00 will be retained and deposited into the Readiness Center rental fund.

f. Requirements during and after use.

(1) Groups renting a WAARNG facility must have copy of MIL Form 80 available.

(2) Any required permits or licenses during the entire rental period.

(3) Local ordinances may require vendor or food service permits (including charitable events).

(4) Permits are the responsibility of the renter; however, the Building Manager should become familiar with their local city/county requirements.

(5) Damage deposits are refundable to the renter if the facility is undamaged and adequately cleaned to the Building Manager's standards at the end of the rental event.

(6) The renter is solely responsible for cleaning the facility. The renter may do the cleaning or hire non-military personnel to do the cleaning provided that in either case, the deposit must be paid and retained until the facility is properly cleaned.

g. The Building Manager shall notify the RPM when the facility is appropriately cleaned and if left undamaged at the end of the rental period, State Finance will issue a refund of the security deposit to the renter upon notification from the RPM. If no such notice is given or no refund is due to the renter, the security deposit will be kept in accordance with Office of Financial Management regulations and will be used to pay for cleaning and/or repair costs.

h. Damaged or Missing Property.

(1) Damaged and/or missing property will result in a claim against the liability insurance policy provided by the lessee/renter. When a loss or damage is discovered, an incident report will be forwarded through proper channels with a copy to the RPM. The lessee/renter shall be contacted and offered one opportunity to correct the problem prior to filing a claim.

(2) The Attorney General's Office (AG) will receive notice of the Incident Report that has not been corrected and may file a claim for recovery of damages. (This is a state facility; the Attorney General Office should be involved. The JAG has no legal authority.)

(3) The Washington Military Department is not responsible for any damage or loss occurring to any of the renter's property during the rental of a Readiness Center.

3-2.LEASE PROCEDURES. ALL leases are negotiated, prepared and approved through the Real Property Office and signed by The Adjutant General. Refer all inquires about leases to the Real Property Office, Bldg 36, Camp Murray, WA 98430-5013

### 3-3.STATE RENTAL AND LEASE REVENUE

a. Use of Rental Revenue. It is the intent of TAG that monies received for the rental of a state owned facility be used for maintenance or improvements of that facility. Utility charges shall be used as a recovery-of-expenditure and are not available for facility rental receipts. Additionally, damage deposits, which are forfeited due to failure by a renter to properly clean a facility, will also be used to recover cleanup cost. Improvements may include, but are not limited to, special maintenance or rehabilitation, replacement of worn or damaged furniture, repair of damages caused by rental of the facility. Expenditures are prioritized as follows:

- (1) Repair of damages caused by any rental of the facility not covered by the security deposit;
- (2) Janitorial services and replace janitorial supplies;
- (3) Maintain or rehabilitate the facility;
- (4) Replace worn or damaged furniture; and
- (5) Other expenditures approved by the RPM.

b. It is the primary responsibility of the Washington Military Department to use the rental receipts for maintenance of such facilities and state-owned property within the Washington Military Department. These rental receipts will also provide monies for unanticipated damage or unanticipated special requirements within the Washington Military Department to support the National Guard.



c. Rental funds will not be used to purchase military equipment or supplies. Funds will be used for janitorial services, cleaning supplies, curtains, blinds, paint, repairs, etc. Request for Goods or Services (MIL FORM 65-2, Appendix E) will be used for this purpose.

d. The Station Commander does not have the authority to waive or reduce rental amounts, deposits or utility costs. Any reductions must be approved by the TAG, or his authorized representative, and such request shall be in writing in advance of the signing of the rental agreement.

3-4.USE OF LEASE REVENUE. It is the intent of TAG that monies received from the lease of a state-owned facility are used for:

a. Administrative costs of the lease/rental program;

b. Maintenance or improvements to the Readiness Center that generated the revenue; and

c. Sustainability costs for any and all Military Department state facilities. Improvements may include, but are not limited to, special maintenance or rehabilitation, replacement of worn or damaged property caused by the rental and/or leasing of the facility.

d. The priority of expenditures is as follows:

(1) Management of the lease and rental program, which includes real property management's salaries and benefits, training, supplies, travel, personal service contracts and any other cost in support of the Real Property section.

(2) Repair or damage caused by leasing of the facility.

(3) Operation and maintenance/rehabilitation of the leased facility.

(4) Operation and maintenance/rehabilitation of other Military Department facilities, to include janitorial contractor and cleaning supplies (liquid soap, glass cleaner, floor care products, restroom disinfectants & cleaners, etc).

(5) Replacement of worn or damaged furniture such as kitchen equipment, floor coverings.

(6) Other expenditures as approved by the RPM.

e. It is the responsibility of the State of Washington to fund an on-going operation and maintenance program of the Department's owned and operated facilities. Lease revenue will provide funding for unanticipated damages or for maintenance not currently funded by the regular maintenance budget.

f. Each facility should assign a full-time representative to monitor revenues and expenditures for all equipment and furniture that they are accountable for and have entered into the state revenue account, which by law are required to be used for improvements for equipment. These funds cannot be extended for WAARNG activities, Unit parties, soldiers' recognition programs or similar types of activities.

g. The representative referenced in the preceding paragraph must also keep an updated detailed log of all furniture and equipment at his/her facility.

h. Station Commanders are to poll all Units assigned to these facilities and determine what quality of life improvements are most needed or will serve the needs of all of tenant Units. The submitting of a spending plan must be assigned by the Station Commanders and it will be assumed that the spending plans have been reviewed and approved by all tenant Unit commanders or their full-time representatives.

i. Each Readiness Center may be entitled to a percentage of revenues earned (less Readiness Center fees). It will be determined by the Real Property Manager on the best usage for enhancements to state-owned facilities.

j. The RPM will submit to the Construction and Facility Management Office, an annual report on September 30, which will list the leases, the total lease revenues and the expenditures against the revenues.

k. The RPM will also include recommendations as to how the monies should be expended for the maintenance and/or improvements to the facility and prioritize the recommended projects. The RPM may submit requests for the use of these funds throughout the year as needs and priorities change. Lease revenues will not be used to purchase Unit equipment or supplies.

l. The Station Commander does not have the authority to waive or reduce lease amounts, deposits or utility costs. The TAG, or his authorized representative, must approve these types of reductions when submitted in writing.

m. State Financial Services will prepare and submit to TAG an annual report that will account for all lease receipts for the preceding fiscal year. This report will be submitted within ninety (90) days at the end of the state fiscal year, which is currently June 30.

### 3-5.INSURANCE.

a. The tenant/renter is solely responsible to maintain comprehensive liability insurance covering the use of the premises and common areas by tenants and its agents, employees, and invitees, at renter's sole cost and expense, throughout the entire lease/rental term. The amount of coverage will vary depending on the size and type of the activity or event. The RPM will determine the perimeters of the event for insurance coverage.

b. The lessee will provide the Military Department with a Certificate of Insurance stating that liability insurance of not less than \$1,000,000 per occurrence for bodily injury and property damage liability combined is presently in effect. The Certificate of Insurance must include the following provisions:

(1) Insurance is required for each event and must be purchased by the Lessee/renter, and provide proof of insurance prior to the beginning of the Lease/Rental period. In the absence of such insurance, this agreement shall be deemed void.

(2) The Lessee must be identified as the person or organization insured; and

(3) The address of the Readiness Center and the dates of the lease should be listed in the certificate.

(4) Claims will be made against this regulation for any lost or damaged property or bodily injury that results from the lessee/renter event activities.

c. State and federal agencies are not required to provide evidence of insurance.

d. Exceptions to this requirement may be granted by TAG to local governmental agencies that may include school districts.

e. Private individuals may obtain a certification of insurance through their homeowner's insurance or a private insurance company.

f. The insurer will not cancel said coverage unless 30 days prior written notice is given to the RPM. The State of Washington, its officers, agents, employees, and servants are included as additional insured, but only in respect to work performed for the State of Washington under this contract. Failure to maintain the required insurance may result in the termination of the lease.

### 3-6.RENTAL DOCUMENTATION.

a. The rental/Lease of a facility requires the use of a MIL Form 80.

b. Pre-numbered MIL Form 80s will be issued to each Readiness Center. Additional MIL Form 80s may be ordered through Washington Military Department, ATTN: Real Property Office, 36 Quartermaster Road, Camp Murray, WA 98430-5013.

c. Each facility will maintain a Readiness Center Rental Register (MIL Form 43, Appendix F). All MIL Form 80s will be accounted for on the MIL Form 43. The MIL Form 43 and all supporting documentation are subject to an audit at any time with or without prior notice.

d. The white and pink copies of all voided MIL Form 80s will be forwarded to the RPM with a copy to State Finance (Military Department, ATTN: State Finance, Bldg #1 Camp Murray, WA 98430), so that all forms are accounted for. Voided MIL Form 80's will be so annotated in red ink and the Building Manager will retain the canary copy for the Readiness Center files.

e. The RPM shall maintain a log of issued and used or voided pre-numbered MIL form 80s.

f. A Readiness Center Rental Charge Schedule (MIL Form 42, Appendix D) has been published for each state Readiness Center and states that:

(1) Rental charges may not be waived except for activities of the Washington Military Department and the Washington National Guard that include auxiliaries and family support groups whose purpose is to support the activities of the National Guard. Classes conducted by United States Army Reserve schools or local colleges specifically to support education requirements of National Guard personnel, or sponsored by an official National Guard Education Assistance Program, are considered activities of the National Guard. Rental charges may also be waived by TAG as per regulation and law. For special events sponsored or co-sponsored by WMD, i.e. Boy Scout, Civil Air Patrol, youth group activities, and the Washington Law Enforcement Explorer Training Academy programs, program rental costs may be reduced by TAG or RPM. However, youth groups will, at a minimum, reimburse the operations and maintenance costs of the facility as computed from the Readiness Center Rental Charge Schedule. The execution of a MIL Form 80 is mandatory in all cases.

(2) The proper charge for each rental will be determined by reference to the published schedule for that facility and all charges must be paid in advance. State and federal agencies are not required to pay in advance and may pay by purchase order; however, the MIL Form 80 must be approved by the RPM prior to any use.

(3) The Readiness Center Rental Charge Schedule (MIL Form 42) for each facility will be made available to prospective renters. In the event that a question arises regarding rental charge calculations or applicability, the Building Manager will contact the RPM for assistance. Recommended changes to the MIL Form 42 should be forwarded to Washington Military Department, ATTN: Real Property Office, 36 Quartermaster Road, Camp Murray, WA 98430-5013 for review and approval.

### 3-7.REQUIRED REPORTS.

a. A monthly rental and lease report will be provided by the Finance Director and distributed to the Capital Management Director, the RPM, the Readiness Center Administrative Officer and the Building Manager. The final monthly report for a fiscal year will also be submitted to TAG after the Department's final closing activity.

b. The Building Manager will submit to the RPM, every 1 April a reconciled report of rentals that will include the number of times the facility was rented, to who(m) it was rented and the total rental charges. The report will also state the sum of damage deposits that were received, spent, and/or returned. The Building Manager will also include a list of recommendations as to how rental monies should be expended for maintenance/improvements to the facility and list those activities in a priority order for those recommended projects. The Building Manager may, of course, submit requests for use of those funds throughout the year, as needs and priorities change, and shall list the justification of each requested expenditure through this documentation.

c. A yearly rental and lease report will be provided by the Station Commander to the RPM by 01 July that will include a listing of the use of rental funds.

3-8.CALENDAR. Each Readiness Center will maintain a calendar of events for that facility to preclude conflicts of scheduling. A copy should be sent to the RPM every month.

3-9.ENERGY CONSERVATION. All energy resources used in the connection of the facilities will be conserved to the greatest extent possible. Areas such as a drill floor and classroom(s) will be maintained at minimum temperatures when not fully utilized. The reference for energy conservation issues is WAARNG Regulation 11-27.

3-10. COMPLIANCE WITH RENTAL PROCEDURES. The foregoing regulation for rental of Readiness Centers will be strictly adhered to, as required by RCW 38.20.010. This regulation is designed in accordance with the recommendation of the State Auditor to relieve TAG and the State of Washington from liability resulting from the use of a Readiness Center for purposes other than military business. Any violation of these policies will be reported to Washington Military Department, ATTN: Real Property Office, Bldg. 36, Camp Murray, WA 98430-5013 for appropriate action.

## **CHAPTER 4 RENTAL OF FEDERALLY SUPPORTED FACILITIES**

### 4-1.FEDERALLY SUPPORTED FACILITY RENTAL.

a. Federal and non-Federal components, with the approval of TAG, may utilize federally-supported facilities. TAG approval authority is delegated to the RPM for purposes of this regulation. Federally supported facilities are any facilities listed on the FISP with a code that requires 100%, 75% or 50% federal reimbursement.

b. Federally supported facility rentals shall be subject to the same procedures as listed for state facilities, as referenced in chapter 3, by the use of the Application and Rental Contract for Readiness Center (MIL Form 80). The exception of chapter 3 requirements and procedures are identified below.

c. Utility costs shall be reimbursed based on rates established on the facility Readiness Center Rental Charge Schedule (MIL Form 42).

#### 4-2.USE OF FEDERALLY SUPPORTED FACILITIES BY FEDERALLY APPROPRIATED FUND ACTIVITIES.

a. Any entity that is federally funded (such as United States Army Reserve or Department of Energy) and rents a federally supported facility, shall receive a direct reimbursement utilizing one of the following 2 methods:

(1) DOD activities will use a Military Interdepartmental Purchase Request (MIPR) Work Sheet (MIL Form 448), Appendix G). The MIPR shall reference the name of the facility and the date of use and be transmitted to the United States Property and Facilities Office (USPFO-RM). The Building Manager will forward the MIL Form 80 to Washington Military Department, ATTN: Real Property Office, Bldg. 36, Camp Murray, WA 98430-5013. The RPM will then forward a copy of the approved MIL Form 80 to the USPFO-RM that will be filed with the MIPR. The RPM will also forward a copy to the Federal Program Manager for the Appendix 1 to the Cooperative Agreement.

(2) All Non-DOD Federal activities will prepare a check made out to U. S. Treasury. The Building Manager will forward the check and the MIL Form 80 to Washington Military Department, ATTN: Real Property Office, Bldg. 36, Camp Murray, WA 98430-5013. The RPM will forward the check and a copy of the approved MIL Form 80 to the USPFO-RM. The RPM will forward a copy to the Federal Program Manager for Appendix 1 to the Cooperative Agreement.

b. When the Federal Program Manager, in accordance with its Appendix 1, receives a MIL Form 80 from the State RPM, he/she shall forward a worksheet to USPFO-PC indicating an increase in direct reimbursement dollars. The Federal Program Manager will also submit a funding document in the amount of directly reimbursable dollars.

#### 4-3.USE OF FEDERALLY SUPPORTED FACILITIES BY NON-FEDERALLY APPROPRIATED FUND ACTIVITIES.

a. This includes any use by organizations that are not federally funded. Organizations include other state and local government agencies and private and charitable groups.

b. Rental costs for youth groups may be reduced or waived by TAG or RPM in accordance with NGB 5-1, Chapter 7. However, youth groups will, at a minimum, reimburse the operations and maintenance costs of the facility as computed from the Readiness Center Rental Charge Schedule. The execution of a MIL Form 80 is mandatory in all cases. Payment will be made by a check payable to the Washington Military Department.

c. The Building Manager will forward the check and the MIL Form 80 to Washington Military Department, ATTN: Real Property Office, Bldg. 36, Camp Murray, WA 98430-5013. The RPM will forward the check and a copy of the approved MIL Form 80 to State Financial Services. The state RPM will also forward a copy of the Washington Military Department Real Property Management Rental Contract Details Report for All Readiness Centers to the USPFO-Grants Office on a quarterly basis.

4-4.USE OF RENTAL FUNDS. All rental proceeds from federal and non-federal generated funds at a federally supported facility shall be applied to reduce the cost of operating and maintaining of said facility.

4-5.AUDIT REQUIREMENTS. The Readiness Center Rental Register (MIL Form 43, see Appendix F) and MIL Form 80 will be maintained for a minimum of three years from the close of the appendix and will be audited in accordance with regulations.

4-6.FEDERALLY SUPPORTED TRANSIENT HOUSING. WAARNG Regulation 210-2, governs rental and use of federally supported transient housing.

4-7.GUIDANCE ON PROGRAM INCOME AND DIRECT REIMBURSEMENT DOLLARS. See Appendix H for guidance on the difference between program income and direct reimbursement dollars. This Appendix also explains the appropriate share ratios to be utilized.

## **CHAPTER 5 ADDITIONAL INFORMATION**

### **5-1.AUTHORITY OF THE STATION COMMANDER.**

a. Except as otherwise provided in this regulation, the Station Commander will act as the designated agent of and for TAG in all matters relating to the operation, use, and rental of their respective facility. The scope of authority of the Station Commander will extend over the entire facility complex including maintenance, storage, and parking facilities. He/she may not, however, interfere with the functions of organizational commanders that are stationed at the facility in the conduct of their command (see Appendix I, Facilities).

b. The Station Commander may, if he/she deems necessary, require renters to provide cleaning during the rental period and should state this cleaning requirement on the MIL Form 80. The Station Commander has the option to require local Unit members or private vendor be hired to meet those security or cleaning requirements with prior approval from the RPM. The cost of providing security will be the responsibility of the renter.

c. Station Commanders do not have final authority for approving a rental agreement. Leasing authority is reserved only for the TAG or his authorized representative.

### **5-2.APPOINTMENT OF AUTHORIZED REPRESENTATIVES.**

a. Station Commanders are authorized to appoint one or more individuals to act as their “authorized representative” and to delegate signature authority to them for purposes of this regulation.

b. Notice of Delegation of Authority (MIL Form 69, Appendix J) will be used when making these appointments. Any change of Station Commanders will require a new appointment even if the authorized representative remains the same. Any change in authorized representative(s) will require submission of two MIL Form 69’s; one to withdraw from current appointee(s) the authority granted, and one to delegate to the new appointee(s) the authority.

c. Only the Station Commander, or the authorized representative(s), shall have the authority for the initial approval of rental documents and submit them to the RPM as required by this regulation.

d. An authorized representative will indicate that he is signing for the Station Commander by inserting "FOR THE STATION COMMANDER." This in no way relieves the Station Commander of the responsibility for compliance with all aspects of this regulation.

e. The MIL Form 69 will be completed with three originals; one to be maintained at the facility and the remaining two originals forwarded to Washington Military Department, ATTN: Real Property Office, Bldg. 36, Camp Murray, WA 98430-5013

## **CHAPTER 6 PROGRAM REVIEW**

6-1.SCOPE. The scope of a review shall be to ensure that all Readiness Center rental programs are managed in compliance with this regulation.

6-2.PERIODIC REVIEWS. Employees of the State of Washington Military Department shall annually audit the Readiness Center Rental Program for each facility.

6-3.RESPONSIBILITY. The RPM shall be responsible for the review and shall maintain a schedule of reviews, a log of results, copies of checklists, and memorandum of reviewer appointments.

6-4.AUTHORIZED REVIEWERS. The reviews shall be conducted by State of Washington employees specifically appointed by memorandum of TAG.

# Appendix A Application and Rental Contract for State Armories



## WASHINGTON STATE MILITARY DEPARTMENT APPLICATION AND RENTAL CONTRACT FOR STATE ARMORIES

The State of Washington, acting by and through the Washington Military Department, hereafter referred to as STATE, and the APPLICANT, agrees as follows: (PLEASE PRINT) It is understood and agreed that the use is to be governed by military code of the State of Washington, by the rules and regulations governing Armories and under the following terms and conditions.

ARMORY NAME: \_\_\_\_\_ NAME OF EVENT: \_\_\_\_\_  
 APPLICANT: \_\_\_\_\_ ORGANIZATION: \_\_\_\_\_  
 RENTAL STARTS: \_\_\_\_\_ RENTAL ENDS: \_\_\_\_\_  
 IS EVENT REPETITIVE?  YES  NO REOCCURANCE:  WEEKLY  MONTHLY  OTHER: \_\_\_\_\_  
 REOCCURRING DAYS:  SUN  MON  TUE  WED  THU  FRI  SAT HOURS PER DAY: \_\_\_\_\_

Applicant custody begins the moment he/she takes possession and ends when the State regains possession, which includes clean up of the facility. The Military Lease Agent represents the Washington Military Department and will make sure all provisions of this agreement are met and are authorized to close down a rental event if the Applicant is not abiding by this agreement.

ENTITY TYPE:  STATE/LOCAL GOVT.  FEDERAL GOVT.  PRIVATE/NON-PROFIT  FOR-PROFIT/COMMERCIAL  POLLING

FACILITIES NEEDED:	QUANTITY:	RENTAL RATE:	HOUR/EVENT/DAY:	LENGTH OF TIME:	RENTAL AMOUNT:
<input type="checkbox"/> DRILL FLOORS:	_____ X	\$ _____ Per	_____ X	_____ X	= \$ _____
<input type="checkbox"/> KITCHENS:	_____ X	\$ _____ Per	_____ X	_____ X	= \$ _____
<input type="checkbox"/> OFFICES:	_____ X	\$ _____ Per	_____ X	_____ X	= \$ _____
<input type="checkbox"/> CLASSROOMS:	_____ X	\$ _____ Per	_____ X	_____ X	= \$ _____
<input type="checkbox"/> TABLES/CHAIRS:	_____ X	\$ _____ Per	_____ X	_____ X	= \$ _____
<input type="checkbox"/> PARKING SPACES:	_____ X	\$ _____ Per	_____ X	_____ X	= \$ _____
<input type="checkbox"/> OTHER:	_____ X	\$ _____ Per	_____ X	_____ X	= \$ _____
<b>ARMORY RENTAL SUBTOTAL</b>					<b>= \$ _____</b>

UTILITIES--ADD % OF 'RENTAL SUBTOTAL':  POLLING 40%  NON-PROFIT 30%  FOR PROFIT 45% = \$ \_\_\_\_\_  
 SECURITY / DAMAGE DEPOSIT:  \$100 Minimum  40% of 'RENTAL SUBTOTAL' if over \$250 = \$ \_\_\_\_\_  
 ADDITIONAL CHARGES: \_\_\_\_\_ (Explain: Concessionaire Fee, Garbage Disposal, Audio-Visual Equipment, etc.) = \$ \_\_\_\_\_  
 TOTAL APPLICATION FEE: \_\_\_\_\_ = \$ \_\_\_\_\_  
 NON-REFUNDABLE DEPOSIT:\*  \$25 For events less than \$500  \$50 For events \$500 and over = \$ \_\_\_\_\_  
 BALANCE OWED: \_\_\_\_\_ = \$ \_\_\_\_\_  
 SPECIAL REQUIREMENTS: \_\_\_\_\_

\* NON-REFUNDABLE DEPOSIT -- At the time of execution of this agreement a non-refundable rental deposit will be paid to hold the facilities for the date of the event. The deposit will be applied to the total cost of the lease contract. A receipt will be provided for all money received.

\* FEES: Fees will be paid by money order or cashier check prior to the event and made out to the Washington State Military Department.

\* Governmental agencies may need to be billed, can use a Purchase Order, and are self-insured.  
 \* User shall obtain, at User's expense, and keep in effect during the term of the permit, General Liability Insurance covering bodily injury and property damage. This insurance shall include contractual liability coverage for indemnity provided under this agreement. The type of event will determine the amount. As evidence of this coverage, the User shall furnish a Certificate of Insurance to the State with the Washington Military Department being the additional insured prior to its approval of this agreement.

\* This agreement may be terminated, modified, or amended at any time, without prior notice. If the premises covered by this permit are, at the sole discretion of the State, required for military purposes by either the state or federal military forces.

APPLICANT INFORMATION MUST BE FILLED OUT COMPLETELY (Please print clearly)

APPLICANT NAME: (First / MI / Last) \_\_\_\_\_ AUTHORIZED REPRESENTATIVE OF ORGANIZATION \_\_\_\_\_  
 APPLICANT STREET ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ PHONE \_\_\_\_\_  
 SIGNATURE: ARMORY STATION COMMANDER \_\_\_\_\_  APPROVED  DISAPPROVED DATE \_\_\_\_\_  
 SIGNATURE: FACILITY BOARD MEMBER \_\_\_\_\_  APPROVED  DISAPPROVED DATE \_\_\_\_\_  
 FOR THE ADJUTANT GENERAL (Real Property Manager - 253-512-7620) \_\_\_\_\_  APPROVED  DISAPPROVED DATE \_\_\_\_\_

STATE FINANCE TO COMPLETE THIS SECTION			
CHECK DATE: _____	MO# / CHECK#: _____	PAYMENT: \$ _____	
RECEIVED: _____	AMOUNT DEPOSITED: \$ _____	DEPOSIT DATE: _____	
ARMORY: _____	STATE FINANCIAL SERVICES: _____		

Form MIL 80 (Rev. August 2001) No other form to be used.

WNG NO.- 4126



**USER AGREES TO:**

1. Comply with all federal, state, and local laws, codes, regulations, and ordinances applicable to the use of said premise, including but not limited to any noise or nuisance ordinance, occupancy limitations, civil rights statutes, etc. User shall comply with Local County Health Department requirements on food sales. User shall not apply any pesticides while using state premises.
2. The applicant hereby expressly agrees to assume full and complete responsibility and shall indemnify, defend, and hold harmless the State of Washington, The Adjutant General, its officers, agents and employees from all claims, injury or accident to persons which may be occasioned in such Armory building during the period the same is in use by the applicant; whether such damage, injury or accident occurs through the fault or neglect of the applicant, suits, or actions of any nature arising out of the use of the property by the User, its officers, subcontractors, agents, employees, or invitees.
3. Not allow exhibitionism, indecent, or offensive acts contrary to accepted standards of moral conduct by either entertainers or patrons.
4. Be responsible for and pay any taxes and assessments due as a result of this permit.
5. It is further understood that subject to a requirement for the facility for emergency use, this contract may be canceled by the Military Department at any time prior to the beginning time and date listed above, and that in the event of such cancellation, all fees will be returned to the applicant. The applicant may cancel at any time, but cancellation less than one week to the beginning time and date may result in forfeiture of the damage/security deposit.
6. Cause no damage to the leased premises or property and at the termination of this Rental Agreement, to return the premises or property in the same condition they were at the time of user taking possession. User will be charged for any damage or required cleaning resulting from this lease. If a substantial amount of garbage is left in the parking lot; User could have a portion of cleaning/damage deposit deducted for labor and garbage disposal costs.
7. Not affix banners, signs, or other items to walls or doors or interfere with the business of the state agency providing the facility to include the hindering of foot traffic on premises or blocking any fire exits.
8. Understand that the security personnel work on behalf of the State of Washington and are present to protect the interests of the State of Washington, as well as the safety and security of those attending the user's event. The User's payment for the security personnel is a reimbursement to the State of Washington for the need to have security at the event. Security personnel enforce rules as instructed only by the Washington Military Department and under Washington law.
9. Applicant will not put up or operate any engine or motor or machinery on the premises or use oils, burning fluids, kerosene, propane, naphtha or gasoline for either mechanical or other purposes or any agent other than electricity for illumination of the premises. **Smoking will be allowed in designated areas only.**
10. **The applicant will provide all janitor service necessary to keep the portion of the building in use by such applicant in proper condition and at the termination of such use will remove all temporary decoration, booths or other temporary installations and leave the building in a clean and satisfactory condition.**
11. It is understood that this application upon its final approval by The Adjutant General, shall constitute the contract under which the applicant is permitted the use of such building upon the dates heretofore set forth and that **The Adjutant General or the Station Commander of the Armory is empowered to require such additional safeguards as may be necessary to fully and completely protect the property of the State and Federal government comprised and contained in such Armory from loss or damage.**
12. **The sale and consumption of alcoholic beverages in Military Department facilities is prohibited.**

Signature of User: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix B**  
**AUDIT CHECKLIST**  
**PRE&POST-INSPECTION CHECKLIST FOR FACILITIES**

The Checklist below constitutes an agreement between the renter, or any scheduled user, Unit Representative, and individuals of the WNG & Washington State Military Department that have been scheduled to use the facilities. A walk through inspection will be done the day prior or the first day of use, for scheduled events. If there is a rental contract, a walk through inspection will be done the prior day prior or on the day of signing.

**I. DRILL FLOOR: \*Note Deficiencies**

**PREINSPECTION    POSTINSPECTION**

- |   |            |            |
|---|------------|------------|
| a. Floor swept and clean (Free of spills & stains)        | Yes__ No__ | Yes__ No__ |
| b. Walls free of scuff marks and graffiti                 | Yes__ No__ | Yes__ No__ |
| c. Garbage free (No trash on floors/or in trash can)      | Yes__ No__ | Yes__ No__ |
| e. Are windows broken (They do not open)                  | Yes__ No__ | Yes__ No__ |
| f. Light fixtures are damaged free and have screen covers | Yes__ No__ | Yes__ No__ |
| g. Automatic garage door functional                       | Yes__ No__ | Yes__ No__ |
| h. Fire exit doors accessible (Do Not Block)              | Yes__ No__ | Yes__ No__ |

**II. LOBBY AREA REST ROOMS (MALE/FEMALE):**

- |  |            |            |
|--|------------|------------|
| a. Are rest rooms clean  | Yes__ No__ | Yes__ No__ |
| b. Are mirrors cracked or missing                                | Yes__ No__ | Yes__ No__ |
| c. Are stall doors serviceable                                   | Yes__ No__ | Yes__ No__ |
| d. Are floor drains, sinks and toilets clogged free              | Yes__ No__ | Yes__ No__ |
| e. Light fixtures are damage free and functional                 | Yes__ No__ | Yes__ No__ |
| f. Walls free of scuff marks and graffiti                        | Yes__ No__ | Yes__ No__ |
| g. Dispensers (tissue rolls, soap, hand towel and TT) functional | Yes__ No__ | Yes__ No__ |

**III. KITCHEN & VENDING MACHINE AREA:**

- |   |            |            |
|---|------------|------------|
| a. Are sinks clean and clogged free                     | Yes__ No__ | Yes__ No__ |
| b. Are floor drains clogged free                        | Yes__ No__ | Yes__ No__ |
| c. Are vending machines serviceable                     | Yes__ No__ | Yes__ No__ |
| d. Are floors swept and clean (free of spills & stains) | Yes__ No__ | Yes__ No__ |
| e. Light fixtures are damage free and functional        | Yes__ No__ | Yes__ No__ |
| f. Are kitchen appliances clean and serviceable         | Yes__ No__ | Yes__ No__ |
| g. Are windows cracked or missing                       | Yes__ No__ | Yes__ No__ |
| h. Walls free of scuff marks and graffiti               | Yes__ No__ | Yes__ No__ |
| i. Garbage free (No trash on floors/or in trash can)    | Yes__ No__ | Yes__ No__ |
| j. Are countertops and sink clean                       | Yes__ No__ | Yes__ No__ |

**MIL FORM 370** 18Aug06 (1of2) Supersedes MIL FORM 370 and MIL FORM 371, dated 1Dec01 which are (WAARNG Reg 210-1) obsolete and may no longer be used.

**IV. GYM AREA:**

- |  |            |            |
|--|------------|------------|
| a. Are mirrors cracked or missing                    | Yes__ No__ | Yes__ No__ |
| b. Is weight equipment stored properly               | Yes__ No__ | Yes__ No__ |
| c. Are the floor mats stored properly                | Yes__ No__ | Yes__ No__ |
| d. Walls free of scuff marks and graffiti            | Yes__ No__ | Yes__ No__ |
| e. Is the floor swept and clean                      | Yes__ No__ | Yes__ No__ |
| f. Garbage free (No trash on floors/or in trash can) | Yes__ No__ | Yes__ No__ |

**V. LOCKER & RESTROOMS (MALES & FEMALE):**

- |   |            |            |
|---|------------|------------|
| a. Are floors swept and clean                                   | Yes__ No__ | Yes__ No__ |
| b. Walls free of scuff marks and graffiti                       | Yes__ No__ | Yes__ No__ |
| c. Garbage free (No trash on floors)                            | Yes__ No__ | Yes__ No__ |
| d. Are stall doors serviceable                                  | Yes__ No__ | Yes__ No__ |
| e. Light fixtures are damaged free                              | Yes__ No__ | Yes__ No__ |
| f. Fire exit doors accessible (Do Not Block)                    | Yes__ No__ | Yes__ No__ |
| g. Are mirrors cracked or missing                               | Yes__ No__ | Yes__ No__ |
| h. Are floor drains, sinks, toilets and showers clogged<br>free | Yes__ No__ | Yes__ No__ |
| i. Are shower curtains available for each shower stall          | Yes__ No__ | Yes__ No__ |
| j. Dispensers (tissue rolls, soap, hand towel and TT)           | Yes__ No__ | Yes__ No__ |
| k. Are showers clean  | Yes__ No__ | Yes__ No__ |

**VI. SECURITY**

**Yes No Yes No**

**REMARKS:**

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**Inspected By (Facility user)**

**Verified By (Facility Representative)**

**Date**

**Post Date**

**Date**

**Post Date**

**MIL FORM 370** 18Aug2006 (2of2) Supersedes MIL FORM 370 and MIL FORM 371, dated 1Dec01 which are (WAARNG Reg 210-1) obsolete and may no longer be used.

**Appendix C**  
**Certified Veterans Association Groups**

<b>Corporate Name</b>	<b>Street Address</b>	<b>PO Box</b>	<b>City</b>	<b>Zip</b>
ABERDEEN POST NO. 224, VETERANS OF FOREIGN WARS OF THE UNITED STATES	105 E HERON ST		ABERDEEN	98520
<b>ALBERT LARSON POST NO. 3436, VETERANS OFFOREIGN WARS OF THE UNITED STATES</b>	<b>25625 SE 152ND ST</b>		<b>ISSAQUAH</b>	<b>98027</b>
ALLIED VETERANS COUNCIL	6039 HILLCREST PL	PO BOX 411	FERNDALE	98248
<b>AMERICAN MERCHANT MARINE VETERANS PUGET SOUND CHAPTER</b>	<b>2904 168TH AVE SE</b>		<b>BELLEVUE</b>	<b>98008</b>
AMERICAN MERCHANT MARINE VETERANS SAN JUAN CHAPTER	737 LAKE WHATCOM BLVD		BELLINGHAM	98226
<b>AMERICAN VETERANS HOME ASSOCIATION OF HOQUIAM, WASHINGTON</b>	<b>813 LEVEE ST</b>		<b>HOQUIAM</b>	<b>98550</b>
BALLARD POST NO. 3063, VETERANS OF FOREIGN WARS, INCORPORATED	2812 NW MARKET ST		SEATTLE	98107
<b>BLACKBURN AURORA POST 3348 VETERANS OF FOREIGN WARS OF THE UNITED STATES</b>	<b>12327 15TH AVE NE</b>		<b>SEATTLE</b>	<b>98125</b>
BOYER-DANIEL POST 1561 VETERANS OF FOREIGN WARS OF THE UNITED STATES	20719 64TH DR		ARLINGTON	98223
<b>BREMERTON DISABLED VETERANS MEMORIAL BUILDING ASSOCIATION</b>	<b>400 HAPPY VALLEY RD</b>		<b>SEQUIM</b>	<b>98382</b>
BUD IRWIN POST NO. 5673 VETERANS OF FOREIGN WARS OF THE UNITED STATES	335 SANHAM LN		NEWPORT	99156
<b>CARBON GLACIER POST 1414, VETERANS OF FOREIGN WARS OF THE UNITED STATES</b>	<b>27427 156TH ST CT E</b>		<b>BUCKLEY</b>	<b>98321</b>
CARLSBORG POST NO. 6787, VETERANS OF FOREIGN WARS OF THE UNITED STATES	40 DANDELION WAY		SEQUIM	98382
<b>CHEWELAH POST NO. 2047, VETERANS OF FOREIGN WARS OF THE UNITED STATES</b>	<b>BOX 913</b>	<b>S 111 PARK ST</b>	<b>CHEWELAH</b>	<b>99109</b>
CLALLAM COUNTY VETERANS ASSOCIATION	220 HOUSE RD		SEQUIM	98382
<b>COOK-ERICKSON POST 7952 VETERANS OF FOREIGN WARS</b>	<b>1369 GEORGE WASHINGTON WAY</b>		<b>RICHLAND</b>	<b>99352</b>
DAUGHTERS OF UNION VETERANS OF THE CIVIL WAR, 1861-1865	514 E CROWN AVE		SPOKANE	99207
<b>DEER PARK MEMORIAL VETERANS OF FOREIGN WARS AUX #3067</b>	<b>29 E FIRST ST</b>	<b>PO BOX 488</b>	<b>DEER PARK</b>	<b>99006</b>
DEPARTMENT OF WASHINGTON, VETERANS OF FOREIGN WARS OF THE UNITED STATES	5213 PACIFIC HWY E		FIFE	98424
<b>DES MOINES POST NO. 10434 VETERANS OF FOREIGN WARS OF THE UNITED STATES</b>	<b>804 S 252ND ST</b>		<b>DES MOINES</b>	<b>98198</b>
DISABLED AMERICAN VETERANS AUXILIARY DEPARTMENT OF WASHINGTON	8505 N PAMELA		SPOKANE	99208
<b>DISABLED AMERICAN VETERANS OF THE WORLD WAR, SEATTLE CHAPTER NO. 2</b>	<b>10910 24TH PL SW</b>		<b>SEATTLE</b>	<b>98146</b>

DISABLED VETERANS OF AMERICA <b>DOUGLAS A. MUNRO POST 1373, VETERANS OF FOREIGN WARS</b> EDMONDS POST NO. 8870, VETERANS OF FOREIGN WARS OF THE UNITED STATES	9606 NE 195TH CIR B-2 <b>402 E 2<sup>ND</sup></b> 728 13TH WAY SW	PO BOX 487	BOTHELL <b>CLE ELUM</b> EDMONDS	980410487 <b>98977</b> 98020
<b>EVERGREEN VETERANS POST 110 THE AMERICAN LEGION</b> FILIPINO WAR VETERANS OF WASHINGTON <b>FORT VANCOUVER VETERANS OF FOREIGN WARS POST #718</b> GRAYS HARBOR VETERANS COUNCIL <b>GUS FORBES POST NO. 1927, VETERANS OF FOREIGN WARS OF THE UNITED STATES</b>	<b>3600 RUDELL RD</b> 513 S MAIN ST <b>11910 NE 6<sup>TH</sup> ST</b> 655 MONTE-ELMA RD <b>434 DAVIDSON AVE</b>	<b>PO BOX 3917</b>    <b>PO BOX 366</b>	<b>LACEY</b> SEATTLE <b>VANCOUVER</b> MONTESANO <b>WOODLAND</b>	<b>98503</b> 98104 <b>986844910</b> 98563 <b>98674</b>
HENRY BRYNER POST NO 4992, VETERANS OF FOREIGN WARS OF THE UNITED STATES, INC. <b>IRA L. CATER POST NO. 318, VETERANS OF FOREIGN WARS OF THE UNITED STATES, INC.</b>	11333 QUAL RUN DR NW  <b>8400 ZANGLE RD NE</b>		SILVERDALE  <b>OLYMPIA</b>	983830186  <b>98506</b>
JEFFERSON COUNTY VETERANS MEMORIAL AND MUSEUM ASSOCIATION <b>JEFFERSON COUNTY VETERANS SERVICE OFFICERS ASSOCIATION</b> KELLY O'KEEFE POST NO. 6963 VETERANS OF FOREIGN WARS OF THE UNITED STATES	503 O ST <b>914 WASHINGTON ST</b> 135 HWY 20 E	<b>PO BOX 191</b> PO BOX 292	PORT TOWNSEND <b>PORT TOWNSEND</b> COLVILLE	98368 <b>98368</b> 99114
<b>KINGSTON POST NO. 7329 VETERANS OF FOREIGN WARS OF THE UNITED STATES</b> KITSAP COUNTY VETERANS COALITION	<b>26096 W 1ST ST NE</b>  5050 ST HWY 303 NE STE 103	<b>PO BOX 1013</b>  BOX 329	<b>KINGSTON</b>  BREMERTON	<b>98347</b>  98311
<b>LACEY POST NO. 11402 VETERANS OF FOREIGN WARS OF THE UNITED STATES</b> LADIES AUXILIARY TO THE VETERANS OF FOREIGN WARS, DEPARTMENT OF WASHINGTON	<b>7425 HUSKY WAY</b>  5213 PACIFIC HWY E		<b>OLYMPIA</b>  FIFE	<b>98503</b>  98424
<b>LAKE CHELAN POST NO. 6853, VETERANS OF FOREIGN WARS OF THE UNITED STATES</b> LAO VETERANS ASSOCIATION OF WASHINGTON STATE	<b>201 S ROBINSON ST</b>  15611 SE 1ST ST	<b>PO BOX 533</b>   <b>PO BOX 1185</b>	<b>CHELAN</b>  BELLEVUE <b>CHEHALIS</b>	<b>98816</b>  98008 <b>98532</b>
<b>LEWIS &amp; CLARK POST NO. 3409 VETERANS OF FOREIGN WARS OF THE UNITED STATES</b> MARTIN KING POST NO. 5522, VETERANS OF FOREIGN WARS OF THE UNITED STATES	<b>331 NW PARK ST</b>  319 4TH ST		<b>PE ELL</b>	98087  98572
<b>MASON COUNTY POST NO. 1694, VETERANS OF FOREIGN WARS, INC.</b> MONROE POST NO. 7511 VETERANS OF FOREIGN WARS OF THE UNITED STATES	<b>62 SE ARABIAN RD</b> 22117 116 ST SE		<b>SHELTON</b> MONROE	<b>98584</b> 98272
<b>MUKILTEO POST NO. 3098, VETERANS OF FOREIGN WARS OF THE UNITED STATES</b> NISEI VETERANS COMMITTEE	<b>4918 101ST PL SE</b>  1212 S KING ST		<b>MUKILTEO</b>  SEATTLE	<b>98275</b>  98144
<b>NORTHWEST CHAPTER PARALYZED VETERANS OF AMERICA</b>	<b>616 SW 152ND ST STE B</b>		<b>BURIEN</b>	<b>98166</b>

ORCHARDS POST NO. 7824, VETERANS OF FOREIGN WARS OF THE UNITED STATES	11018 NE 18TH ST		VANCOUVER	98684
<b>ORION VETERANS HISTORICAL ORGANIZATION (USS ORION AS-18)</b>	<b>1380 PARK AVE E</b>	<b>PO BOX 55</b>	<b>TENINO</b>	<b>98589</b>
PACIFIC POST NO. 968, VETERANS OF FOREIGN WARS OF THE UNITED STATES	301 DURYEA		RAYMOND	98577
<b>PAST COMMANDERS OF VETERANS OF FOREIGN WARS WILLIAM WHARTON POST NO. 379</b>	<b>2811 S 62ND AVE</b>		<b>YAKIMA</b>	<b>98903</b>
PORT TOWNSEND POST NO. 7014 VETERANS OF FOREIGN WARS OF THE UNITED STATES	1111 22ND ST	PO BOX 128	PORT TOWNSEND	98368
<b>PUGET SOUND VETERANS ASSOCIATION</b>	<b>3018 16TH AVE S</b>	<b>PO BOX 25252</b>	<b>SEATTLE</b>	<b>98125-2152</b>
RAINIER POST #2289 VETERANS OF FOREIGN WARS OF THE UNITED STATES	18422 126TH PL SE		RENTON	98058
<b>ROCKFORD POST NO. 7815 VETERANS OF FOREIGN WARS OF THE UNITED STATES</b>	<b>427 E MARKET</b>		<b>LATAH</b>	<b>99018</b>
RODEO POST NO. 683, VETERANS OF FOREIGN WARS OF THE UNITED STATES, INC.	141 CIVE RD	PO BOX 675	ELLENSBURG	98926
<b>RYDERWOOD POST 7010 VETERANS OF FOREIGN WARS OF THE UNITED STATES</b>	<b>215 MONROE ST</b>	<b>PO BOX 252</b>	<b>RYDERWOOD</b>	<b>98926</b>
SAM WALTERS POST NO. 2900 VETERANS OF FOREIGN WARS OF THE UNITED STATES	168 COLUMBIA WAY	PO BOX 61	SOAP LAKE	98851
<b>SKYWAY POST NO. 9430 VETERANS OF FOREIGNWARS OF THE UNITED STATES</b>	<b>7421 S 126TH ST</b>	<b>PO BOX 78231</b>	<b>SEATTLE</b>	<b>98178</b>
SMITH RUNA POST NO. 3207, VETERANS OF FOREIGN WARS, INC.	1101 WINE COUNTRY RD		PROSSER	99350
<b>SNOHOMISH COUNTY UNITED VETERANS NETWORK(S.C.U.V.N.)</b>	<b>2722 COLBY AVE STE 403</b>		<b>EVERETT</b>	<b>98201</b>
SOUTH HILL POST NO. 11325 VETERANS OF FOREIGN WARS OF THE UNITED STATES	COPS SOUTH EAST	2633 E 33	SPOKANE	99223
<b>SPANAWAY POST NO. 09079 VETERANS OF FOREIGN WARS OF THE UNITED STATES</b>	<b>24412 41ST AVE E</b>		<b>SPANAWAY</b>	<b>98387-7010</b>
SPORT VETERANS ASSOCIATION OF THE REPUBLIC OF ARMENIA	1002 S 198TH PL		SEATTLE	98148
<b>STANWOOD POST NO.11513 VETERANS OF FOREIGN WARS OF THE UNITED STATES</b>	<b>9910 270TH ST NW</b>	<b>PO BOX 233</b>	<b>STANWOOD</b>	<b>98292</b>
SUMNER VETERANS BUILDING ASSOCIATION	9618 192ND AVE E		SUMNER	98390
<b>THE BENTON-FRANKLIN VETERANS SERVICE COALITION</b>	<b>1913 WEST SECOND AVE</b>		<b>KENNEWICK</b>	<b>99336</b>
THE NATIONAL VIETNAM VETERANS COALITION FOUNDATION, INC. DBA THE NATIONAL VIETNAM VETERANS COALITION FOUNDATION	101 CAPITOL WAY N STE 202		OLYMPIA	98501
<b>THE PIERCE COUNTY VETERANS ADVISORY COUNCIL</b>	<b>1104 VIOLET MEADOW ST S</b>		<b>TACOMA</b>	<b>98444</b>
TRI COUNTY VETERANS OUTREACH	2002C NORTH PORT FLAT CREEK RD	PO BOX 314	KETTLE FALLS	99141

<b>TUMWATER POST NO. 7089, VETERANS OF FOREIGN WARS OF THE UNITED STATES</b>	<b>9015 RICH RD SE</b>		<b>OLYMPIA</b>	<b>98501</b>
VASHON ISLAND POST NO. 2826, VETERANS OFFOREIGN WARS OF THE UNITED STATES	22100 VASHON HWY SW	PO BOX 162	VASHON	98070
<b>VASHON VETERANS ASSOCIATION, INC.</b>	<b>22100 VASHON HWY SW</b>	<b>PO BOX 162</b>	<b>VASHON</b>	<b>98070</b>
VFW POST 5785 VETERANS OF FOREIGN WARS OF THE UNITED STATES	28 EAST 10 <sup>TH</sup> AVE		KENNEWICK	99337
<b>VIETNAM VETERANS MUSEUM OF WASHINGTON STATE</b>	<b>4622 S 256TH ST</b>		<b>KENT</b>	<b>98032</b>
VIETNAM VETERANS OF AMERICA CHAPTER #690, FEDERAL WAY, WASHINGTON	1134 57TH PL SE		AUBURN	98092
<b>VIETNAM VETERANS OF AMERICA CHAPTER #514ELLENSBURG, WASHINGTON</b>	<b>81 BLUE SKY LN</b>	<b>PO BOX 155</b>	<b>ELLENSBURG</b>	<b>98926</b>
VIETNAM VETERANS OF AMERICA, CHAPTER #512 VANCOUVER, WASHINGTON	15505 NE 24TH ST		VANCOUVER	98665
<b>VIETNAM VETERANS OF AMERICA, CHAPTER #686, MOSES LAKE, WASHINGTON</b>	<b>1238 MATHER</b>	<b>PO BOX 1492</b>	<b>MOSES LAKE</b>	<b>98837</b>
VIETNAM VETERANS OF AMERICA, CHAPTER 319, BELLEVUE, WASHINGTON	4308 SUNSET BLVD NE #T-4		RENTON	98059
<b>VIETNAM VETERANS OF AMERICA, CHAPTER 335</b>	<b>1913 WEST SECOND AVE</b>	<b>PO BOX 6258</b>	<b>KENNEWICK</b>	<b>99336</b>
VIETNAM VETERANS OF WASHINGTON STATE	1134 57TH PL SE		AUBURN	98192
<b>VIETNAM VETERANS WIVES</b>	<b>88 LITTLEBEAR RD</b>	<b>PO BOX 396</b>	<b>REPUBLIC</b>	<b>99166</b>
VIETNAMESE VETERANS ASSOCIATION OF SPOKANE	E 12804 SKYVIEW		SPOKANE	99216
<b>WALTER A. DEEBACH POST 1040 VETERANS OF FOREIGN WARS OF THE UNITED STATES</b>	<b>2001 TIMBER TRAIL DR</b>		<b>BOTHELL</b>	<b>98012-6426</b>
WASHINGTON VETERANS ASSOCIATION	4200 34TH AVE S	PO BOX 25841	SEATTLE	98125-1341
<b>WHITE RIVER VALLEY VETERANS BUILDING ASSOCIATION</b>	<b>2002 2ND ST SE</b>		<b>AUBURN</b>	<b>98002</b>
A- ONE-CHAPTER - 33, DISABLED AMERICAN VETERANS, DEPARTMENT OF WASHINGTON	827 W VALLEY RD #36		KENT	98032
<b>ALL-AMERICAN ASSOCIATION OF INVALIDS ANDVETERANS OF WORLD WAR II-SEATTLE BRANCH</b>	<b>4700 12TH AVE NE #308</b>		<b>SEATTLE</b>	<b>98105</b>
AUXILIARY TO HENRY L. ROBB POST #1135 VETERANS OF FOREIGN WARS	621 4TH ST		HOQUIAM	98550
<b>BERNARD R. CHRISTENSEN POST NO. 10384, VETERANS OF FOREIGN WARS OF THE UNITED</b>	<b>521 B ST</b>	<b>PO BOX 472</b>	<b>MABTON</b>	<b>98935</b>
BRADO-ENGMAN-LOGAN POST NO. 4481 VETERANS OF FOREIGN WARS OF THE UNITED STATES	2400 29TH ST		ANACORTES	98221
<b>BRUCE F. MATHESON POST NO. 7498, VETERANS OF FOREIGN WARS</b>	<b>171 S MAPLE ST #1</b>		<b>PORT HADLOCK</b>	<b>98339</b>
COMMANDER RODERICK LESTER POST NO. 11270VETERANS OF FOREIGN WARS OF THE UNITED STATES	157 SILVERTIP LANE	PO BOX 700	PACKWOOD	98361
<b>DEPARTMENT OF WASHINGTON, DISTRICT #3, VETERANS OF FOREIGN WARS</b>	<b>8310 GOLDEN GIVEN RD E</b>		<b>TACOMA</b>	<b>98404</b>

DISTRICT 12, DEPARTMENT OF WASHINGTON, VETERANS OF FOREIGN WARS OF THE UNITED STATES	5516 JACKSON HWY	PO BOX 756	TOLEDO	98591
<b>ELIAS J. MESSINGER POST NO. 1428 VETERANS OF FOREIGN WARS OF THE UNITED</b>	<b>6229 S TACOMA WAY</b>		<b>TACOMA</b>	<b>98409</b>
ENSIGN JOHN R. MONAGHAN POST NO. 51, VETERANS OF FOREIGN WARS OF THE UNITED	300 W MISSION		SPOKANE	99301-2326
<b>FLETCHER-WITTENBORN POST NO. 9106, VETERANS OF FOREIGN WARS</b>	<b>166 FUHRMAN RD</b>		<b>FORKS</b>	<b>98331</b>
FRED E. LEFRANCIS, POST NO. 1443, VETERANS OF FOREIGN WARS OF THE UNITED	919 6TH ST	PO BOX 232	CLARKSTON	99403
<b>HENRY ECHTERNKAMP POST NO. 4760, VETERANS OF FOREIGN WARS OF THE UNITED</b>	<b>169 E WASHINGTON</b>	<b>PO NOX 427</b>	<b>SEQUIM</b>	<b>98382</b>
LAKE WASHINGTON POST NO. 2995- VETERANS OF FOREIGN WARS OF THE	4330 148TH AVE NE		REDMOND	98052
<b>MARTIN-OSTERHOLTZ POST NO. 9417, VETERANS OF FOREIGN WARS OF THE</b>	<b>301 3RD ST</b>	<b>PO BOX 167</b>	<b>GOLD BAR</b>	<b>98251</b>
REPUBLIC OF VIETNAM ARMED FORCES VETERANS' CONFEDERATION OF WASHINGTON STATE	4717 RAINIER AVE S #106	PO BOX 28657	SEATTLE	98118
<b>SGT. OGAN S. COLE POST NO. 9371, VETERANS OF FOREIGN WARS OF THE UNITED</b>	<b>103 S COLUMBIA AVE</b>	<b>PO BOX 876</b>	<b>MATTAWA</b>	<b>99349</b>
SGT. ROBERT F. WILEY POST NO 8889, VETERANS OF FOREIGN WARS OF THE UNITED STATES	331 E PINE		OTHELLO	99344
<b>SPOKANE CHAPTER #45, DISABLED AMERICAN VETERANS</b>	<b>N 3911 MADISON</b>		<b>SPOKANE</b>	<b>99205</b>
SPOKANE VALLEY VFW POST NO. 1435, VETERANS OF FOREIGN WARS OF THE UNITED	S 212 DAVID		SPOKANE	99212-0708
<b>STEPHEN HOLMES MORRISON POST NO. 9301, VETERANS OF FOREIGN WARS OF THE UNITED</b>	<b>689 E POLE RD</b>		<b>LYNDEN</b>	<b>98264</b>
TUMWATER CHAPTER #41, DISABLED AMERICAN VETERANS, OLYMPIA, WASHINGTON 98507	1242 ROCKCRESS DR SE	PO BOX 7622	OLYMPIA	98507-7622
<b>WASHINGTON REGIONAL GROUP BLINDED VETERANS ASSOCIATION, INC.</b>	<b>505 E 138<sup>TH</sup></b>		<b>TACOMA</b>	<b>98445</b>
WASHINGTON STATE COUNCIL OF VIETNAM VETERANS OF AMERICA	1913 W 2ND AVE		KENNEWICK	99336-3249
<b>WEST SEATTLE CHAPTER NO. 23, DISABLED VETERANS, INC.</b>	<b>4857 DELRIDGE WY SW</b>		<b>SEATTLE</b>	<b>98106</b>
WHITEHEAD-MUZZALL POST NO. 7392, VETERANS OF FOREIGN WARS OF THE UNITED	3037 N GOLDIE RD		OAK HARBOR	98277
<b>WILLIAM ROSIER POST NO. 2455, VETERANS OF FOREIGN WARS OF THE UNITED</b>	<b>315 MAIN ST S</b>	<b>PO BOX 271</b>	<b>MONTESANO</b>	<b>98563</b>
YANKEE DOODLE POST #5 OF AMERICAN VETERANS OF WORLD WAR II AND KOREA	5812 63RD AVE W		UNIVERSITY PLACE	98467
<b>VETERAN'S HONOR GUARD</b>	<b>1814 KAUFFMAN AVE</b>		<b>VANCOUVER</b>	<b>98668</b>
VETERAN'S LEAGUE OF WASHINGTON	18514 HWY 99 STE E		LYNNWOOD	98037
<b>VETERANS MEMORIAL CEMETARY OF ROSLYN</b>	<b>1220 SHAFT STREET</b>	<b>PO BOX 977</b>	<b>ROSLYN</b>	<b>98941</b>
VETERANS MEMORIAL MUSEUM	712 W MAIN		CENTRALIA	98531



<b>VETERANS OF FOREIGN WARS BREMERTON POST NO 239, INC.</b>	<b>190 S DORA AVE</b>		<b>BREMERTON</b>	<b>98312</b>
VETERANS OF FOREIGN WARS CHARLES B. STRAUHAL POST 3721	2825 231ST PL		OCEAN PARK	98640
<b>VETERANS OF FOREIGN WARS HORTON/STRENGTHPOST 3386</b>	<b>820 N HOWARD</b>	<b>PO BOX 213</b>	<b>MEDICAL LAKE</b>	<b>99022</b>
VETERANS OF FOREIGN WARS OF THE UNITED STATES CASHMERE- LEAVENWORTH POST #10445	308 PIONEER AVE		CASHMERE	98815
<b>VETERANS OF FOREIGN WARS OF THE UNITED STATES KELSO POST 3017</b>	<b>210 PINE ST</b>		<b>KELSO</b>	<b>98626</b>
VETERANS OF FOREIGN WARS OF THE UNITED STATES, FARWELL- ROOSVELT POST NO. 2713	3601 SW ALASKA ST		SEATTLE	98126
<b>VETERANS OF FOREIGN WARS POST #2218 OF SPOKANE</b>	<b>1730-E SPRAGUE AVE</b>		<b>SPOKANE</b>	<b>99202</b>
VETERANS OF FOREIGN WARS POST 3213	41 ROBBINS RD		NORLAND	98358
<b>VETERANS OF THE VIETNAM WAR WASHINGTON STATE POST WA-1</b>	<b>3725 S OTHELLO ST</b>	<b>PO BOX 27304</b>	<b>SEATTLE</b>	<b>98125-1804</b>
<b>SEATTLE, WASHINGTON</b>	<b>STE 597</b>			
VETERANS WHO CARE FOUNDATION	16420 SE MCGILLIVRAY # 103-234		VANCOUVER	98683
<b>SEATTLE VETERAN AFFAIRS REGIONAL OFFICE EMPLOYEE</b>	<b>7604 CONCORD LN</b>		<b>BREMERTON</b>	<b>98311</b>
<b>ASSOCIATION</b>				
ENUMCLAW POST NO. 1949 INC., DEPARTMENT OF WASHINGTON, VETERANS OF	44426 244TH AVE SE	PO BOX 14	ENUMCLAW	98022
<b>LADIES AUXILIARY TO FRED NEEDHAM POST NO. 2669 VETERANS OF</b>	<b>736 BAY ST</b>		<b>PORT ORCHARD</b>	<b>98366</b>
<b>FOREIGN WARS OF</b>				
MAPLE VALLEY/BLACK DIAMOND POST NO. 5052, VETERANS OF FOREIGN WARS OF THE	23422 SE 158TH		ISSAQUAH	98027
<b>WASHINGTON CHAPTER, ARMY COUNTER INTELLIGENCE CORPS</b>	<b>4015 ALONNA DR NE</b>		<b>OLYMPIA</b>	<b>98506</b>
<b>VETERANS (ACICV)</b>				

**Appendix D**  
**Readiness Center Rental Charge Schedule**

**READINESS CENTER RENTAL CHARGE SCHEDULE**

CENTER LOCATION (SAMPLE)

SPACE OF FACILITY	NON PROFIT ORGANIZATION	ALL OTHERS	DAYS PER MONTH
DRILL FLOOR	\$16.00 PER HOUR	\$37.00 PER HOUR (1)	\$150.00 (1)
KITCHEN	\$50.00 PER EVENT	\$75.00 PER EVENT	\$ 30.00 PER DAY
CLASSROOM	\$ 6.00 PER HOUR	\$10.00 PER HOUR	\$ 6.00 PER HOUR
POLLING PLACE FOR ELECTION	\$25.00 FLAT FEE		
MISCELLANEOUS EXPENSES AND UTILITY CHARGE	30% OF TOTAL RENTAL	30% OF TOTAL RENTAL	30% OF TOTAL RENTAL
<p>REMARKS: 1. MAXIMUM RENTAL FEES CHARGED BASED ON 8 HOURS OF USE DURING A 24 HOUR PERIOD WILL BE \$300. IF THE EVENT IS LONGER THAN 8 HOURS NO SET UP/TAKE DOWN RENTAL FEES WILL BE CHARGED. IF THE EVENT IS LESS THAN 8 HOURS SET UP/TAKE DOWN TIME WILL BE INCLUDED IN THE RENTAL PERIOD.</p> <p>2. RATES FOR FEDERAL, STATE AGENCIES, LOCAL GOVERNMENT TO INCLUDE SCHOOL DISTRICTS AND BONA-FIDE VETERANS GROUPS WILL BE CALCULATED PER WAARNG REG 210-1.</p>			
<p>APPROVED: _____            (date)</p>		<p>FOR THE ADJUTANT GENERAL: _____            Real Property Manager</p>	

**MIL FORM 42** 18Aug2006 Supersedes MIL FORM 42, 25 Jul 97, which is obsolete and may no longer be used.

# Appendix E Request for Goods or Services

## REQUEST FOR GOODS OR SERVICES

Page 1 of \_\_\_\_

1. DATE		2. JOB NO.		3. REQ. NO.		4. VENDOR			
5. FROM				PHONE					
6. PRICE QUOTE BY _____ GOOD FOR _____ DAYS TERMS _____			7. CHECK BOX PRICE IS:    FOB DESTINATION <input type="checkbox"/> VENDOR/WAREHOUSE <input type="checkbox"/> STATION WILL PICKUP <input type="checkbox"/>			8. CHECK BOX VENDOR IS MINORITY BUSINESS <input type="checkbox"/> MSDS SHEET REQUIRED <input type="checkbox"/>			
9. PURCHASE AUTHORITY _____				10. FIELD ORDER NO. _____					
11. ITEM NUMBER	12. COMMODITY CODE/PART NUMBER	13. ITEM DESCRIPTION				14. QTY.	15. UNIT	16. UNIT COST	17. TOTAL COST
18. JUSTIFICATION					20. TOTAL THIS PAGE		\$		
					21. TOTAL FROM 65-2a		\$		
					22. TOTAL		\$		
25. REQUESTER (Type or Print)		26. DATE OF REQ.		27. DATE DESIRED		23. SALES TAX %		\$	
28. BUILDING MANAGER SIGNATURE				29. PHONE		24. TOTAL COST THIS REQUEST		\$	
30. APPROVED BY:			31. DATE			32. DATE OF AVAILABILITY		33. BY:	
34. FILLED BY (WHSE)		35. TITLE		36. DATE		37. SHIPPED VIA			
38. SHIPPED TO/RECEIVED BY					39. DATE				
40. SUPPLY OFFICER					41. DATE				
42. FUNDING INFORMATION ENTERED		43. REF. SUF.	44. FUND	45. APPN. INDEX	46. PROG. CODE	47. PROG. INDEX	48. SUB. OBJ.	49. AMOUNT	
BY:									
DATE:									
TOTAL									

MIL FORM 65-2 1 January 1987 D-1107-

**Appendix F  
Readiness Center Rental Register**

READINESS CENTER RENTAL REGISTER

YEAR 20 ____ DAY MO	NAME OF APPLICANT AND PHONE NUMBER	PURPOSE OF RENTAL	RENTAL DATE		AMOUNT OF RENTAL	CONTRACT NUMBER	DEPOSIT AMOUNT
			FROM	TO			
10 Jan	John Q. Public 123-4567	Dance	10Jan	10Jan	104.00	08326	52.00

**MIL FORM 43** 18Aug2006      Supersedes MIL FORM 43, 12 Jun 89, which may be used until existing stock is exhausted.

# Appendix G Military Interdepartmental Purchase Request (MIPR) Work Sheet

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST (MIPR) WORK SHEET					
**MIPRS45113 _____ (FY)					
TO:			FROM: USPFO for Washington		
PHONE: _____ FAX: _____			ATTN: USPFO-RM Camp Murray Tacoma, WA 98430-5170		
ITEM NO.	DESCRIPTION	QTY	UNIT	EST UNIT PRICE	EST TOTAL PRICE
1	Funds are provided to cover costs of * _____ _____ _____ _____ _____ _____ for the Washington Army National Guard.				
2	The suspense date for this document is _____ (DDMMYY)				
3	The Project POC is _____ (Program Manager) DSN 323-8 _____ or; Commercial (253) 512-8 _____  The POC for this document is Donna Pratt DSN 323-8319/comm (253) 512-8319 OR Carol Santos-Markley DSN 323-8317/comm (253) 512-8317  FAX DSN 323-8369 or comm (253) 512-8369				
4	Request all statements for payment include MIPR Number in Block 5, above.  Request faxed copy of signed acceptance to: USPFO for WA, ATTN: USPFO-RM. DSN 323-8369/comm (253) 512-8369  CF: _____  <small>* Be specific (i.e., office supplies, POL, Billing)</small> <small>** For RM use only.</small>				
ACCOUNTING CLASSIFICATION: 21 _____ 2065 18-1045 P _____ / _____ S45113 \$ _____ <small>(FY) (AMSCO) (EOR) (PMC)</small> UIC: <u>W</u> _____ APC: <u>G45597</u> _____ MDEP: _____ <small>(RM USE ONLY)</small>					
PRINT OR TYPE PROGRAM MANAGER NAME TITLE:				DATE	
SIGNATURE: _____					

MIL FORM 448 1Mar01 Supersedes MIL FORM 448, 9 Oct 97, which is obsolete.

## **Appendix H**

### **Guidance On Program Income**

18 August 1997

NATIONAL GUARD BUREAU POINT PAPER

SUBJECT: Guidance on Program Income

#### 1. References.

- a. Public Law (P.L.) 95—200 as amended by P.L. 98—104.
- b. 32 Code of Federal Regulation (CFR) Part 33, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, Section 33.25, Program Income.
- c. Office of Management and Budget (OMB) Circular A-87, Cost Principles for State, Local and Indian Tribe Governments.
- d. OMB Circular A-89, Federal Domestic Assistance Program Information.
- e. DoD 3210.6—R, DoD Grant and Agreement Regulations, Part 33, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, Section 33.25, Program Income.
- f. DoD Directive 3210.6, Defense Grant and Agreement Regulatory System (DGARS).
- g. DoD Directive 7600.10, Audits of State and Local Governments, Institutions of High Education, and Other Nonprofit Institutions.
- h. DoDI 4000.19, Interservice and Intragovernmental Support.
- i. NGR 5-1/ANGI 63—101, National Guard Grants and Cooperative Agreements, Chapter 7, Program Income.

2. Purpose. The purpose of this point paper is to assist the readers of NGR 5—1/ANGI 63—101. This paper does not contradict NGR 5—1/ANGI 63-101, but attempts to explain program income under National Guard cooperative agreements in terms that are less legalistic.

#### 3. Program Income Defined.

a. In simplified terms, program income is any income or revenue generated by the use of a National Guard cooperative agreement supported program or project that is not federal appropriated funds. Thus, any funds received as reimbursement for the use of an agreement supported program or project that are not federal appropriated funds are defined as program income. Normally, this is any income, revenue or fees received from a nonfederal entity for the use of an agreement supported program or project. An example of program income is the state highway patrol reimbursement for

the use of a state military department pistol range that is supported by a National Guard cooperative agreement.

b. If the income or revenue received for the use of an agreement supported program or project is federal appropriated funds (that is other than the National Guard appropriated funds in the agreement), this income or revenue is defined as direct reimbursement of costs incurred. Normally, this is income or revenue from a federal entity for the use of an agreement supported program or project. Thus, if federal appropriated funds are involved (other than the National Guard appropriated funds in the agreement), the income or revenue generated by the program is considered to be direct reimbursement of costs incurred, not program income. An example is the Army Reserves or the Federal Department of Justice reimbursement for the use of a state military department pistol range that is supported by a National Guard cooperative agreement.

#### 4. National Guard Policy on the Use of Program Income.

a. Under 32 CFR 33.25(g), there are three authorized methods of using program income: the deduction, addition and cost sharing or matching methods. 32 CFR 33.25(g) authorizes the awarding federal agency, i.e. the National Guard Bureau, to select and specify which of the authorized methods or method that shall be used with its cooperative agreements.

b. The National Guard Bureau policy is that all Guard cooperative agreements shall always use the addition method listed in 32 CFR 33.25(g) (2). This is stated in the NGR 5—1/ANGI 63-101, Chapter 7, Program Income, Section 7-1, paragraph b. This is also specifically stated in all of the approved National Guard cooperative Agreement formats. For example it is so stated in National Guard Master O&M Cooperative Agreement, Article III - Costs, Section 307, paragraph a.

5. Use of income or revenue received from a third party for the use of an agreement supported program or project that is federal appropriated funds (that is other than the National Guard appropriated funds in the agreement). These funds are defined as direct reimbursement for costs incurred and are added to the agreement in addition to the National Guard appropriated funds under the agreement.

#### 6. Differences Between Program Income and Reimbursement of costs.

a. There are differences between income or revenue that is program income and income or revenue that is reimbursement for direct costs incurred (DoDI 4000.19). However, these differences are moot, i.e. irrelevant, in regards to their use under National Guard cooperative agreements. This is due to the fact that the addition method applies to both.

b. In regards to National Guard cooperative agreements, the only difference between income or revenue that is program income and income or revenue that is reimbursement for direct costs incurred is under which side of the agreement the funds are recorded and reported. The bottom line is that federal appropriated funds are recorded on the federal side of the agreement in addition to the National Guard appropriated funds under the agreement and all funds other than federal appropriated funds are recorded on the state side of the agreement in addition to the state funds provided under the agreement.

#### 7. Recording and Reporting Program Income on the cooperative Agreement.

- a. Program income is recorded on the state side of the National Guard cooperative agreement.
- b. All income or revenue that involves federal appropriated funds is recorded on the federal side of the National Guard cooperative agreement.
- c. Rules of Reporting. There are five rules concerning the recording and reporting of program income and reimbursement for direct costs by third parties under a National Guard cooperative agreement.

(1) Rule 1. Income and revenues received, either as program income or as direct reimbursement of costs incurred, must be spent on the program or project from which the income or revenues were generated.

(a) The percentage of program income spent on the program or project must be at least equal to the federal portion of the share ratio in the agreement.

(b) All of the direct reimbursement for costs incurred must be spent on the program or project.

(c) The following is an example.

#### Situation

The agreement has a 75/25 share ratio.

The state military department received \$200,000 in program income from the state highway patrol for their using an agreement supported pistol range.

The USPFO received \$200,000 from the Army Reserves as direct reimbursement of costs incurred for their using the agreement supported pistol range.

#### Solution

\$150,000 in program income must be spent upon the agreement supported program or project.

\$200,000 in direct reimbursement for costs incurred by the Army Reserves must be spent upon the agreement supported program or project.

(2) Rule 2. Income or revenue received, either as program income or as direct reimbursement of costs incurred, must be spent upon the agreement in addition to the National Guard appropriated funds committed by the USPFO and the state funds under the agreement. The following is an example.

#### Situation

Initial federal contribution by USPFO was \$750,000. Initial state contribution was \$250,000.

\$200,000 in program income from the state highway patrol use of the program or project was generated.

\$200,000 in direct reimbursement for costs incurred by the Army Reserves use of the program or project was generated.



## Solution

Adjusted federal contribution shall be \$950,000.

\$750,000 original contribution

\$200,000 in direct reimbursement

\$950,000 federal total

Adjusted state contribution shall be \$400,000.

\$250,000 original contribution

\$150,000 in program income ( $75/25 = \$150,000$ )

\$400,000 state total

(3) Rule 3. The income or revenue received, either as program income or as direct reimbursement of costs incurred, must be spent following the rules applicable to the type of funds from which it was generated. Thus, if the income or revenue was generated from a program or project supported by O&M funds, the rules for the use of O&M funds shall apply to the income or revenue.

(4) Rule 4. The income or revenue received, either as program income or as direct reimbursement of costs incurred, must be reported in the Defense Assistance Award Data System (DAADS) report as an increase to the dollar amounts under the cooperative agreement. Program income is reported under the state contribution. Direct reimbursement of costs incurred is reported under the federal contribution.

(5) Rule 5. Income or revenue received, either as program income or as direct reimbursement of costs incurred, does not effect the amount of the National Guard contribution nor the state contribution. The bottom line is that the share ratio only applies to the original agreement amounts.

## **Appendix I Facilities**

Anacortes  
Bellingham  
Bremerton  
Buckley  
Camas  
Camp Murray – Bldgs 5, 12, 13, 28, 29, 30, 31, 32, 33, 34, 44, 53, 97, 98, 99  
    Training Site, Bldgs. 40, 41, 46, 47, 48, 61-66

Centralia  
Colville  
Ellensburg  
Ephrata  
Everett  
Ft. Lewis, AASF and UTES  
Grandview  
Kent  
Longview  
Montesano  
Moses Lake  
Okanogan  
Olympia  
Pasco  
Pt Orchard  
Poulsbo  
Pullman  
Puyallup  
Redmond  
Seattle  
Shelton  
Snohomish  
Spokane  
Tacoma  
Toppenish  
Vancouver  
Walla Walla  
Wenatchee  
Yakima  
YTC (MATES)

**Appendix J**  
**Notice of Delegation of Authority**

NOTICE OF DELEGATION OF AUTHORITY(WAARNG Reg 210-1)		DATE:
ORGANIZATION:		STATION:
NAME: LAST, FIRST, MIDDLE INITIAL	RANK	SIGNATURE
<b>AUTHORIZATION BY STATION COMMANDER</b> The undersigned hereby <input type="checkbox"/> delegates to <input type="checkbox"/> withdraws from the person(s) listed above and whose signature(s) appear(s) above, the authority to sign all <input type="checkbox"/> letters, <input type="checkbox"/> forms, <input type="checkbox"/> contracts, and <input type="checkbox"/> receipts required by WAARNG Reg 210-1. REMARKS:		
I ASSUME FULL RESPONSIBILITY		
NAME: LAST-FIRST-MIDDLE INITIAL	RANK	SIGNATURE
TITLE		

MIL FORM 69 25 Jul 97 Supersedes MIL Form 69, Feb 82 which is obsolete