



**OREGON MILITARY DEPARTMENT**  
JOINT FORCE HEADQUARTERS, OREGON NATIONAL GUARD  
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AGI-O

1 March 2011

MEMORANDUM FOR SEE DISTRIBUTION

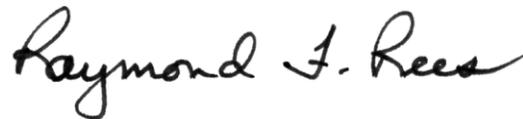
SUBJECT: Command Policy Memorandum #223 (Army) – Use of Readiness Centers for Overnight Lodging

1. This policy supersedes CPM #223, dated 2 January 2003.
2. The following policy is established for use of Readiness Centers for overnight lodging. Fire and safety codes and regulations prohibit housing individuals in offices, classrooms, supply rooms, kitchens and other similar locations without adequate fire protection. Readiness Centers having a monitored fire alarm system meet this requirement. Readiness Centers without installed fire monitoring system must have, at a minimum, a battery operated smoke alarm in close proximity to any area used for sleeping.
  - a. Oregon Army National Guard units are authorized use of Readiness Centers for overnight lodging in support of training requirements. This includes individuals who are outside of normal commuting distances and require lodging. Unit commanders are responsible for unit personnel using Readiness Centers for lodging during IDT, AT and other unit training events. Lodging use for other than training purposes will be coordinated with State Maintenance Worker (SMW) and the State Rental Program Manager.
  - b. Visiting Oregon Army National Guard units which are not normally assigned to the Readiness Center in question shall request overnight lodging through the Deputy Chief of Staff for Operations (DCSOPS) to the resident unit, with a copy furnished to the SMW. The using unit is responsible for cleaning the facility prior to departure. There is no charge for this usage. All other military units, both active and reserve component, shall arrange lodging through the Installations Division State Rental Program Manager. The State Rental Program Manager shall coordinate with the resident unit and SMW. There is a fee for use by other than Oregon Army National Guard units.
  - c. Firefighter use of Readiness Centers for lodging, in support of firefighting operations, shall be in accordance with Joint Force Headquarters (JFHQ) Emergency Operations Plan (EOP). The SMW shall contact the State Rental Program Manager for invoicing. Civilian use, such as public schools, colleges, or other organizations, shall be coordinated by the State Rental Program Manager. The State Rental Program Manager shall coordinate with the resident unit and SMW. There is a fee for civilian use.

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3. Readiness Centers may not be used for other types of lodging or temporary housing by civilian or military personnel, including the use of travel trailers or campers on the premises. Requests for exception to this policy will be coordinated through the SMW to the State Rental Program Manager and, when approved by the Director of Installations, paid for on a pay-as-you-go basis.
4. Questions regarding this policy may be directed to the Installations Division at 503-584-3596.

A handwritten signature in black ink that reads "Raymond F. Rees". The signature is written in a cursive, flowing style.

RAYMOND F. REES  
Major General  
The Adjutant General

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