

State of Kansas, Military Division
The Adjutant General's Department
Topeka, Kansas, 10 April 1998

APPOINTMENT ARMORY FISCAL OFFICER
AND USE OF ARMORIES

THIS SOP EXPLAINS THE USE OF ARMORIES, THE PROCEDURES FOR APPOINTMENT OF ARMORY FISCAL OFFICERS, AND THEIR DUTIES AND RESPONSIBILITIES RELATING TO SUCH BUILDINGS.

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1. Purpose. The purpose of this SOP is to prescribe the procedure for appointment of Armory Fiscal Officers (AFO), their duties and responsibilities and the non-military use by individuals or entities other than Kansas National Guard units of armories.

2. Applicable. This SOP is applicable to all Kansas National Guard units and armories in the State of Kansas.

3. Responsibility.

a. All armories within the State of Kansas as described at K.S.A. 48-301 shall be under the general responsibility of an AFO who shall be a commissioned officer designated in writing as such by the Adjutant General of the State of Kansas.

This SOP supersedes Kansas National Guard SOP 210-10 dated 22 May 1992 and all changes

b. Each Battalion commander will recommend [through the appropriate Major Subordinate

Commander (MSC), *i.e.*, 130th Field Artillery Brigade, 35th Division Artillery and 69th Troop Command], to the Adjutant General a list of commissioned officers to be designated AFOs for each armory in their command. The MSC commanders responsible for multiple-unit armories, as provided at Annex A. The following guidance is to be used for selecting an officer recommended to be appointed as an AFO:

(1) The officer should reside in the same city where the armory is located and be assigned to a unit using that armory.

(2) If a unit does not have an officer residing within that city, an officer residing nearest that unit's armory location will be recommended. The officer must be a member of that unit or MSC command.

(3) In the event an AFO is transferred or changes his/her civilian residence to another unit/city, the Battalion Commander will recommend a replacement through the appropriate MSC and AGKS-DOFE to The Adjutant General. A recommendation should be provided prior to departure but not later than 15 days after the transfer or move.

c. The Special Assistant to the Adjutant General will provide a Certificate of Appointment in the form at Annex B to all AFOs immediately upon their appointment with a copy forwarded to AGKS-DOFE and the Kansas Military Board. A certificate shall be prominently displayed within the applicable armory.

d. AGKS-DOFE will maintain a current record of all AFOs and provide a copy of said record to State Comptroller for the Adjutant General's Department.

4. Kansas Military Board Armory Use Policy.

a. The Kansas Military Board permits the use of Kansas National Guard armories by non-Kansas National Guard individuals and entities, provided such use does not interfere with activities conducted by the Kansas National Guard and that the same shall be deemed advisable and proper by the appropriate AFO.

b. (Class 1 Use) Governmental entities, civic and patriotic groups may rent an armory only if:

(1) such organization is a recognized governmental entity of the United States of America or the state of Kansas or is listed at Annex C;

(2) the actual rented use of the armory will render a benefit to the governmental entity or the community as a whole;

(3) such organization's membership (if applicable) and/or purpose does not violate Federal or State laws including any regarding non-discrimination; and,

(4) a rental agreement in substantially the form provided at Annex D, attached hereto, is properly executed, the certification at Paragraph 18(a) thereof is made and the specified consideration is paid.

(Class 2 Use) A Governmental entity, nonprofit organization or organized business or civic group may rent an armory to conduct educational programs, appliance fairs, dinners, or other similar community activities for which a charge shall be made either for attendance or to otherwise participate in the activity

for which the rental is entered into, provided:

(1) such organization or group provides evidence of its governmental status or nonprofit status satisfactory to the AFO;

(2) the actual rented use of the armory renders a benefit to the governmental entity or community as whole;

(3) such organization's membership (if applicable) and/or purpose does not violate Federal or State laws including any regarding non-discrimination; and,

(4) a rental agreement in substantially the form provided at Annex D, attached hereto, is properly executed, the certification at Paragraph 18(b) thereof is made and the specified consideration is paid.

d. (Class 3 Use) An organization, individual or group of individuals may rent an armory for a commercial or profit-making venture only if:

(1) their membership (if applicable) and/or purpose does not violate Federal or State laws including any regarding non-discrimination;

(2) the actual rented use of the armory will render a benefit to the community as a whole; and,

(3) a rental agreement in substantially the form provided at Annex D, attached hereto, is properly executed, the certification at Paragraph 18(c) thereof is made and the specified consideration is paid.

e. (Class 4 Use) An individual, family, social or fraternal organization may rent an armory for such activities as wedding receptions, dances or other similar social activities or for activities humanitarian in nature only if:

(1) the actual rented use of the armory does not otherwise qualify as a Class 1, 2 or 3 Use as provided at paragraphs b, c and d above;

(2) a rental agreement in substantially the form provided at Annex D, attached hereto, is properly executed, the certification at Paragraph 18(d) thereof is made and the specified consideration is paid; and,

(3) the potential renter's membership (if applicable) and/or purpose does not violate Federal or State laws including any regarding non-discrimination.

f. All armory renters shall be required to pay for utility service for the armories as shall be specified in the armory rental agreement, except that the AFO shall have the authority to waive such fees where in his or her judgment such waiver appears appropriate in light of the benefits rendered to the community, National Guard or the humanitarian purpose for which the rental is made.

g. Livestock shall be not allowed in any armory.

h. No rental agreement for the use of any armory for a period in excess of 90 days by a person or non-Kansas National Guard entity shall be permitted without the express written approval of the Kansas

Military Board.

5. Responsibilities and Authority of AFOs and Unit Commanders Regarding Use of Armories.

a. The AFO will become familiar with the contents of Policy and Procedure Manual, subject: Fiscal Responsibilities of State Funds; KS SOP 210-1 (Use of Kansas National Guard Armories for Pre-School Programs); KS SOP 230-21/176-01(Station, Armory and Other Funds); Kansas Administrative Regulations 56-1-1 through 56-1-6, as may be amended from time to time; and, the Duties of the Armory Fiscal Officer provided at Annex E.

b. The AFO in coordination with the appropriate unit commander will ensure that a Building Facility Manager is appointed for the day-to-day operation and care of the armory as prescribed in KS SOP 420-8.

c. The AFO shall be authorized to request assistance regarding maintenance of and support for the local National Guard unit and armory from the municipal and/or county government having jurisdiction over the armory in accordance with his or her charge under K.S.A. 48-308 and 48-309. The AFO is further authorized to take appropriate action under K.S.A. 48-238, 48-240, 48-241 and 48-242.

d. The AFO should be alert and sensitive to what occurs during the rental of an armory and that such use reflects upon the Kansas National Guard. AFOs should refuse to authorize the rental of an armory that may put the full time staff monitoring the rental, or the community, in jeopardy. This is especially true with private parties at which cereal malt beverage is to be consumed. AFOs are encouraged to require whatever additional measures they believe necessary under any given situation to protect the safety of National Guard personnel, the armory structure or the reputation of the Kansas National Guard. Specific duties may include as additions to the rental contract form at Annex D the following:

- (1) Requiring uniformed security to be present during the event;
- (2) Prohibiting cereal malt beverage to be consumed in the armory during the event;
- (3) Requiring all renters to provide full disclosure of the purpose for the requested rental;
- (4) Contacting local law enforcement officials for any pertinent information they may be able to provide and/or to let them know of the up-coming event; and,
- (5) Briefing prospective renters at the time of executing the rental agreement on prohibited activities such as bringing alcoholic beverages into or gambling within the armory and clearly disclosing that the rental agreement will be canceled immediately for any suspected violations of the law.

e. AFOs are authorized to delegate authority to execute Armory Rental Agreements, which delegation must be in writing in the form as set out at Annex F.

f. AFOs have the discretion to decide whether a requested rental for an armory will render a benefit to the community as a whole. Inquiries and requests for legal assistance should be submitted to the Kansas Adjutant General and/or to the Kansas Military Board if there is a substantial question regarding the propriety of the requested use of any armory.

g. AFOs and unit commanders will not authorize armory and grounds to be used for storage of private personal property except when such storage is incident to the performance of military duty (i.e., AT Status, TDY, and non-home station IDT) and approved in writing by the applicable unit commander.

h. The Kansas National Guard does not have an obligation to furnish lodging and/or a residence to full-time employees of the Kansas National Guard, whether state, AGR, or technician, and AFOs and unit commanders shall not authorize the same unless one of the following applies:

(1) TDY or meeting/travel leave status as authorized by the applicable unit/detachment commander; or

(2) Special situations, which on a case by case basis have been approved by unit commanders and which have been approved in writing by the Adjutant General after being forwarded through proper channels. Factors that may be considered by the TAG in approving extended use of any Kansas National Guard armories (including mobile vehicle hookups) include, but are not limited to:

- (a) potential public perception;
- (b) appearance of impropriety or misuse of state property;
- (c) family fairness issues;
- (d) rental agreements with reimbursements to the government; and,
- (e) involuntary personnel reassignments.

AFOs may authorize personnel in a military status only (on orders) to Remain Over Night (RON) in armories between IDT periods and may authorize members of the Kansas National Guard in IDT status, to include the night before and after the IDT duty, to RON in such facility. This authorization must be in writing if the period of stay exceeds five days.

i. The proponent of this SOP is the Office of the Adjutant General of Kansas. Users are invited to send comments and suggested improvements to the Adjutant General of Kansas, ATTN: AGKS-DOFE, 131 SW 27th Street, Topeka, Kansas 66611.

OFFICIAL:

JAMES F. RUEGER
Major General, KSARNG
The Adjutant General

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COL, GS, KSARNG
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DISTRIBUTION: A & E

**DESIGNATION OF MAJOR SUBORDINATE COMMANDER (MSC) RESPONSIBLE
FOR MULTIPLE-UNIT ARMORIES**

1. The following multiple unit armories are designated for the purpose of KS SOP 210-10, followed by the responsible MSC:

- a. Dodge City - 35TH DIVISION ARTILLERY
- b. Hutchinson - 35TH DIVISION ARTILLERY
- c. Junction City – TROOP COMMAND
- d. Kansas City - TROOP COMMAND
- e. Lawrence - TROOP COMMAND
- f. Lenexa - TROOP COMMAND
- g. Liberal - - 35TH DIVISION ARTILLERY
- h. Manhattan - TROOP COMMAND
- i. Olathe - TROOP COMMAND
- j. Salina (Armory Road) - 130TH FIELD ARTILLERY
- k. Topeka (2722 Topeka Blvd.) - 130TH FIELD ARTILLERY
- l. Topeka (Bldg. 605) - TROOP COMMAND
- m. Wichita (South) - TROOP COMMAND
- n. Wichita (East) - TROOP COMMAND
- o. Wichita (West) - 35TH DIVISION ARTILLERY

CIVIC AND PATRIOTIC GROUPS

“Civic and patriotic groups” as such phrase is used in “Kansas National Guard Rental - Class 1 Use,” Resolution 1997-1 of the Kansas Military Board dated May 13, 1997, shall mean the following:

- (1) The Chamber of Commerce and Junior Chamber of Commerce;
- (2) The Rotary Club, Lions Club, Kiwanis Club, Optimist Club and similar business clubs;
- (3) Trade councils and labor organizations;
- (4) Boy Scout or Girl Scout organizations or organizations similar thereto;
- (5) Parent-Teacher Associations or other organizations similar thereto;
- (6) League of Women Voters and other voters’ leagues;
- (7) Church organizations, provided they are holding meetings of community-wide interest;
- (8) Fair Associations, 4-H Clubs, Future Farmers, Farm Bureau, Soil Conservation, Home Demonstration Units, Future Homemakers and similar organizations and societies;
- (9) Athletic associations such as baseball and soccer and sportsmen’s clubs or associations;
- (10) Patriotic societies such as the American Legion, Veterans of Foreign Wars, Disabled American Veterans and other similar organizations; and,
- (11) Women’s clubs which belong to the Federation of Women’s Clubs.

DUTIES OF THE ARMORY FISCAL OFFICER (AFO)

1. Receive training on rentals of armories and accountability of funds;
2. Read and understand
 - a. Policy and Procedure Manual on Fiscal Responsibilities of State Funds;
 - b. KS SOP 210-10, Appointment of AFOs; and
 - c. KS SOP 230-21, Station, Armory and Other Funds;
3. Become familiar with the “Armory Rental Agreement Form” and understand the four classes of rentals;
4. Coordinate with the appropriate unit commander to ensure that a Building Facility Manager is appointed for the day-to-day operations and maintenance of the armory;
5. Understand the “in the best interest of the community test” used for armory rentals;
6. Understand that what occurs during an armory rental reflects on the entire Kansas Army National Guard;
7. Collect all rental fees and properly account for and manage these moneys;
8. Request up to \$2,000 per year from the City and/or County Governing Bodies to assist with armory maintenance IAW K.S.A. 48-309;
9. Ensure that not less than 70% of the income credited to the armory fund is spent on maintenance and supplies for the operation of the armory;
10. Ensure reimbursement for utilities is collected on Class 2, 3 and 4 rentals and that an AGO Form 230-2 is completed and reimbursement is made to the State Comptroller quarterly;
11. Ensure an Appointment of Custodian Form is completed for each fund as prescribed in KS SOP 230-21;
12. Ensure the annual reports, consisting of a copy of the Voucher Register and a copy of the Property Record, are forwarded to the State Comptroller’s office at the end of each fiscal year as prescribed in KS SOP 230-21;
13. Ensure all accounting books for the unit funds are current and available at all times for audit as and when required.
14. Ensure rental agreement is reviewed and completed for every rental.

The Adjutant General

(Date)

MEMORANDUM FOR RECORD

SUBJECT: Delegation of Limited contracting Authority.

1. Pursuant to KS SOP 210-10, paragraph 5e, I hereby authorize _____
(Name/Rank)
to execute, on my behalf as Armory Fiscal Officer, all armory rental agreements for the
_____ Armory, which I have approved either verbally
(Name)
or in writing.

2. This delegation may be revoked at any time and will expire upon my relief as Armory Fiscal Officer.

(Name)

(Rank/Branch)

Armory Fiscal Officer