

Headquarters, Employer Support of the Guard and Reserve INSTRUCTION

NUMBER 1250.05
August 23, 2011

Operations

SUBJECT: Employer Support of the Guard and Reserve (ESGR) - Subcommittee Management

References: See Enclosure 1

1. PURPOSE. This Instruction:

a. Supersedes NCESGRI 1250.05, October 1, 2008 [Reference (a)].

b. Establishes ESGR Subcommittees to seek and obtain timely advice on operational, organizational, and policy-related issues for use by the ESGR Executive Director, National Chair, and senior Headquarters ESGR staff.

c. Authorizes Subcommittees to provide advice and expert views to the ESGR Executive Director to enhance planning in such areas as:

(1) The impact of policy changes on the ability of the State Committees' plans to meet ESGR goals.

(2) The impact of planning methods to modernize and automate Committee functions seamlessly among the State Committees and ESGR Headquarters.

(3) The development of new policies and procedures, which allow increased emphasis on the establishment of Committees' goals and accomplishments.

(4) The optimization of current assets through strategic placement of staff and resources throughout the Committees.

(5) The incorporation and application of new systems and capabilities to enhance the attainment of ESGR objectives.

(6) The development of new tools to facilitate deliberate and adaptive planning in response to Committee structure or guidance changes.

2. APPLICABILITY. This Instruction applies to all State Committees and the ESGR Headquarters.

3. DEFINITIONS. See glossary.

4. RESPONSIBILITIES.

a. ESGR Executive Director. The ESGR Executive Director, in consultation with the National Chairman, shall:

- (1) Direct the establishment or disestablishment of Subcommittees as needed.
- (2) Appoint the members and Chair of each Subcommittee.
- (3) Ensure one-third of the membership rotates annually from each Subcommittee.

b. HQ ESGR Directors. The HQ ESGR Directors shall:

(1) Interview and recommend to the ESGR Executive Director, potential members and Chairs of the Subcommittees for which they are responsible.

(2) Provide direct taskings to each Subcommittee Chair.

(3) Provide the necessary administrative support for each Subcommittee.

(4) Ensure each Subcommittee functions in accordance with its Charter (Enclosures 2 thru 7).

(5) Ensure membership rosters, meeting agendas, and minutes are published in accordance with respective Subcommittee Charters.

(6) Maintain and update as necessary Subcommittee Charters.

(7) Review Subcommittee membership annually by March 1st and update membership using the timelines provided in Enclosure 8.

(8) Prepare Selection, Non-Select, and Thank You letters as applicable for the Executive Director's signature. Samples are provided in Enclosures 9 thru 11.

5. AD HOC SUBCOMMITTEES. Ad Hoc Subcommittees will be identified to accomplish very specific tasks within a specified timeline. An Ad Hoc Subcommittee may be used, on a temporary basis, to provide advice to the HQ ESGR staff on a particular issue, review of the particular requirement, or provide expertise in a particular area that will add value to the overall ESGR organization. Ad Hoc Subcommittees may become a standing Subcommittee should the Ad Hoc Subcommittee be recommended to continue on a long-term basis.

a. ESGR Executive Director. The ESGR Executive Director, in consultation with the National Chairman, shall:

(1) Direct the establishment and disestablishment of an Ad Hoc Subcommittee as required.

(2) Appoint the members and the Chair of the Ad Hoc Subcommittee.

b. HQ ESGR Directors. The HQ ESGR Directors shall:

- (1) Interview and recommend to the ESGR Executive Director, potential members and Chair of the Ad Hoc Subcommittee for which they are responsible.
- (2) Provide direct taskings to the Ad Hoc Subcommittee Chair.
- (3) Provide the necessary administrative support for each Ad Hoc Subcommittee.
- (4) Ensure membership rosters, meeting agendas, and minutes are published in accordance with ESGRI 1250.05 Subcommittee Management.
- (5) In conjunction with the ESGR Executive Director and the Chair, Strategic Planning Subcommittee, identify specific tasks, timeline, and deliverables for the Ad Hoc Subcommittee.
- (6) Provide "Interim" and "Final" reports, as required, in accordance with the directive establishing the Ad Hoc Subcommittee to the ESGR leadership and Strategic Planning Subcommittee.

6. RELEASABILITY. This Instruction is approved for public release. Copies may be obtained through the Internet from the ESGRNet Website at <https://www.esgrnet.com/Library/library.asp?area=ESGRInstructions>.

7. EFFECTIVE DATE. This Instruction is effective immediately.

Ronald G. Young
Executive Director

Enclosures

1. References
 2. Executive Advisory Subcommittee Charter
 3. Ombudsman Subcommittee Charter
 4. Outreach Subcommittee Charter
 5. Training Subcommittee Charter
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ENCLOSURE 1

REFERENCES

- (a) Employer Support of the Guard and Reserve (ESGR) Instruction 1251.10, Subcommittee Management, 1 October, 2008 (hereby canceled)
- (b) Public Law 92-463, Federal Advisory Committee Act, 6 October 1972
- (c) Executive Order 12024, Transfer of Certain Advisory Committee Functions, 20 November 1977
- (d) Executive Order 12838, Termination and Limitation of Federal Advisory Committees, 10 February 1993
- (e) Federal Register, Part II, General Services Administration, 41 CFR Parts 101-6 and 102-3, Federal Advisory Committee Management Final Rule, 19 July 2001
- (f) DoDI 5025.1, DoD Directives Program, 06 November 2007
- (g) DoDD 5105.4, Department of Defense Federal Advisory Committee Management Program, 10 February 2003
- (h) DoDD 5105.18, DoD Committee Management Program, 8 February 1999
- (i) DoDD 5500.7-R, Joint Ethics Regulation, 30 August 1993
- (j) OSD Administrative Instruction Number 2, Employment of Experts
- (k) DoDD 1250.1, Employer Support of the Guard and Reserve, April 13, 2004

ENCLOSURE 2

EXECUTIVE ADVISORY SUBCOMMITTEE CHARTER

1. Mission:

a. To provide ESGR leadership recommendations in the decision-making process for improved policy, procedures and program execution as the voice of the senior volunteers of ESGR, thus acting as a “sounding board” to support ESGR leadership by providing advice as appropriate.

b. To provide oversight of all ESGR subcommittees, this is accomplished by reviewing and endorsing recommendations provided by other subcommittees.

c. To update the ESGR Strategic Plan (5-year period) annually for the out-years of a five year term.

d. To review and recommend approval of the ESGR Operational Plan annually.

2. Role:

The Executive Advisory Subcommittee will:

a. Assist in the establishment of ESGR’s strategic goals/objectives.

b. Assess the operational environment and ESGR’s ability and identify future requirements and resources.

c. Determine the specific short and long-term goals and objectives that must be accomplished.

d. Focus on both current and future/strategic missions to maintain effectiveness and relevancy into the future.

e. Review the planning efforts of all other ESGR subcommittees to ensure they are compatible with the ESGR Strategic Plan.

3. Membership:

a. Authority: The Executive Advisory Subcommittee is organized by authority of the ESGR Executive Director.

b. The Executive Advisory Subcommittee will be made up of the following:

(1) Eight Regional Representatives (State Chairs) appointed by the National Chairman and Executive Director.

(2) The Chairman from each of the ESGR Subcommittees will be standing members of the Executive Advisory Subcommittee. They are:

Outreach Subcommittee
Ombudsman Subcommittee
Volunteer Management Subcommittee
Training Subcommittee

(3) A Chair and Vice Chair will be elected by the Subcommittee members from the Regional Representative group.

4. Headquarters ESGR Directors will serve as a resource only and will attend meetings when necessary to support the agenda.

5. The Director of the National Outreach and Plans will provide facilitation and coordination to support this subcommittee.

6. Term:

a. The Regional Representative membership will serve a three year term and will be divided by thirds, rotating their membership off one third at a time. This will ensure a coordinated rotation occurs, while allowing for both new members with fresh ideas and maintaining continuity.

b. Vacancies:

(1) Shall be filled by the ESGR Executive Director, in consultation with the National Chair, regardless of how the vacancy occurred (e.g., member's resignation, removal, illness, or other cause).

(2) The term of such an appointment shall be for the unexpired term of the original Subcommittee member.

(3) Upon completion of the expired term, the successor committee member may be reappointed.

(4) If the vacancy is for a representative of an ESGR region, the successor appointed will be from that region.

7. Executive Advisory Subcommittee Leadership: The ESGR Executive Director, in consultation with the National Chair, will appoint the Subcommittee Chair and Vice Chair.

8. Meetings:

a. Subcommittee meetings will be at the call of the Chair, but shall include, as a minimum, the following annually scheduled meetings:

(1) Fall: Review the current strategic plan, publish any necessary updates, and issue taskings to develop plans to achieve identified goals and objectives.

(2) Winter: Prior to the Regional Leadership Conferences to brief the strategic plan and conduct additional action planning.

(3) Spring: Review plan progress and accomplishments and make any necessary adjustments.

b. Quorum: Shall consist of two-thirds of the appointed Subcommittee members.

c. Decision Making:

(1) Decisions will be made only when a quorum is present and based on consensus.

(2) The Subcommittee Chair is a voting member.

(3) If a vote results in a tie, the proposal under consideration may be modified until approved by a majority.

(4) Decisions of the Subcommittee are advisory in nature only, subject to approval by the ESGR Executive Director.

d. Minutes:

(1) Minutes of all meetings of the Subcommittee shall be prepared and sent to all Subcommittee members for review and comment within 5 working days.

(2) Minutes shall be published within 5 working days of receipt of comments from the membership.

(3) Minutes will be approved by the chair of the Executive Advisory Subcommittee.

(4) Copies of the minutes shall be provided to the National Chair and ESGR Executive Director.

(5) Copies of the approved minutes will be posted on ESGRNet.

e. Executive Advisory Subcommittee Maintenance:

(1) Absenteeism: Any member absent for two consecutive meetings of the Subcommittee is considered to have voluntarily resigned his or her seat. The ESGR Executive Director shall notify the member and appoint a new Executive Advisory Subcommittee member

in accordance with the vacancy provisions. A waiver of the policy may be approved by the ESGR Executive Director.

(2) The ESGR Executive Director, in consultation with the National Chair, may remove any member if the ESGR Executive Director determines such action is in the best interest of the Executive Advisory Subcommittee.

9. Resources/Logistics:

a. The Executive Advisory Subcommittee will be resourced by ESGR.

b. The Director, National Outreach and Plans (NOP) will serve as the executive agent and be responsible for the coordination of administrative support.

10. Communications:

a. Certain sensitive information or issues being considered by the Subcommittee, and identified as such by the Subcommittee Chair, may not be communicated to others outside the Subcommittee without prior authorization. Sensitive information could cause undue stress or harm to the Subcommittee or ESGR Program if released without authorization. Sensitive information as defined above may only be released by the ESGR Executive Director, or by the Subcommittee Chair (with the Executive Director's approval) or by the ESGR Deputy Executive Director.

Committee members, upon guidance provided by the Subcommittee Chair, will have the authority and responsibility to discuss matters under consideration with other Subcommittee members in their regions. General/Routine information may be released by any member. Information in this category is meant to inform the member volunteers, employers, and/or the general public, and will not result in any negative effects on the Headquarters ESGR Staff or the State Committees.

ENCLOSURE 3

OMBUDSMAN SUBCOMMITTEE CHARTER

1. **Mission:** To serve as an advisory committee to the Director, Ombudsman Services (OMB) and provide facts and technical assistance on Ombudsman field issues.
2. **Role:** The Ombudsman Subcommittee will:
 - a. Assist in determining the effectiveness and associated metrics for the Ombudsman Program in providing informal mediation of complaints.
 - b. Assist in providing recommendations to ESGR regarding program improvements, training, and support.
 - c. Periodically review Ombudsman instructions and procedures and make recommendations for improvement.
 - d. Serve as Regional Ombudsman Coordinators and coordinate activities of Committee Ombudsman Directors at regional conferences or similar events.
 - e. Periodically review, and when appropriate, provide input to the development of policy guidance to improve the cooperative relationship between the Department of Labor/Veterans Employment and Training Services and ESGR.
 - f. Assist in establishing formal criteria for selection of Ombudsman of the Year and assist the Chair, Ombudsman Subcommittee in the selection for this award.
 - g. Advise the Director of Ombudsman Services in providing oversight of the ESGR Ombudsman Services Program as outlined in ESGRI 1250.32.
3. **Membership:**
 - a. **Authority:** The Ombudsman Subcommittee is organized by authority of the ESGR Executive Director.
 - b. **Ombudsman Subcommittee Composition:**
 - (1) Composed of members appointed by the ESGR Executive Director.
 - (2) Shall include at least one member from each ESGR region and the Deputy Director, OMB.
 - (3) Shall include at least two State Chairs with Ombudsman experience, one of which designated as sub-committee Chair and another as Vice-Chair; regional representation shall rotate as terms expire.

c. Term:

(1) Initial term – three years.

(2) Members are eligible for reappointment. The ESGR Executive Director shall re-appoint members for shorter terms as necessary to establish a rotational pattern in the membership.

d. Vacancies:

(1) Shall be filled by the ESGR Executive Director, as a result of a member's resignation, removal, or other cause.

(2) The term of such an appointment shall be for the unexpired term of the original Subcommittee member.

(3) Upon completion of the expired term, the successor Subcommittee member may be reappointed.

(4) If the vacancy is for a representative of an ESGR region, the successor appointed will be from that region.

4. Ombudsman Subcommittee Leadership: The ESGR Executive Director, in consultation with the National Chair, will appoint the Subcommittee Chair and Vice Chair.

5. Meetings:

a. The Subcommittee will meet each fiscal year, contingent on funding.

b. Teleconferences will take place quarterly or as needed.

c. Other meetings as required, by means determined to be appropriate.

d. Agenda will be determined in consultation with the Subcommittee members.

e. Agenda will be distributed, along with materials to be reviewed in advance, by the Deputy Director, OMB.

f. Quorum: Shall consist of two-thirds of the appointed Subcommittee members.

g. Decision making:

(1) Decisions will be made only when a quorum is present and based on consensus.

(2) The Chair is a voting member.

(3) If a vote results in a tie, the proposal under consideration may be modified until approved by a majority.

(4) Decisions of the Subcommittee are advisory in nature only, subject to approval by the ESGR Executive Director.

h. Minutes:

(1) Minutes of all meetings of the Subcommittee shall be prepared and sent to all Subcommittee members for review and comment within 5 working days.

(2) Minutes shall be published by the responsible Directorate within 10 working days of the meeting.

(3) Copies of the minutes shall be provided to the National Chair, ESGR Executive Director and Deputy Executive Director.

(4) Copies of the approved minutes will be posted on ESGRNet.

i. Ombudsman Subcommittee Maintenance:

(1) Absenteeism: Any member absent for two consecutive meetings of the Subcommittee is considered to have voluntarily resigned his or her seat. The ESGR Executive Director shall notify the member and appoint a new Ombudsman Subcommittee member in accordance with the vacancy provisions.

(2) The Director, OMB may recommend to the ESGR Executive Director removal of any member if the Director determines such action is in the best interest of the Ombudsman Subcommittee.

j. Resources/Logistics:

(1) The Ombudsman Subcommittee will be resourced by ESGR.

(2) The Director, OMB will serve as the executive agent and be responsible for the coordination of administrative support.

k. Communications:

(1) Certain sensitive information or issues being considered by the Subcommittee, and identified as such by the Subcommittee Chair, may not be communicated to others outside the Subcommittee without prior authorization. Sensitive information could cause undue stress or harm to the State Committees or ESGR Program if released without authorization. Sensitive information as defined above may only be released after the approval of the ESGR Executive Director or National Chairman.

(2) Subcommittee members, upon guidance provided by the Subcommittee Chair, will have the authority and responsibility to discuss matters under consideration with other State Committee members in their regions. General/Routine information may be released by any member. Information in this category is meant to inform the member volunteers, employers and/or the general public, and will not result in any negative effects on the National Staff or the State Committees.

ENCLOSURE 4

OUTREACH SUBCOMMITTEE CHARTER

1. Mission: To serve in an advisory capacity to the Director, National Outreach & Plans (NOP) to assist in the development and execution of all outreach programs for ESGR.
2. Role: The Outreach Subcommittee will:
 - a. Assist in the development of ESGR outreach strategy.
 - b. Review ESGR outreach materials.
 - c. Provide oversight of employer and military outreach programs.
 - d. Advise the Director of National Outreach and Plans in providing oversight of the ESGR Outreach Program as outlined in ESGRI 1250.31.
 - e. Advise the Director of National Outreach and Plans in providing oversight of the ESGR Employer Awards and Recognition Program as outlined in ESGRI 1250.28.
3. Membership:
 - a. Authority: The Outreach Subcommittee is organized by authority of the ESGR Executive Director.
 - b. Outreach Subcommittee Composition:
 - (1) Shall include at least one member from each ESGR region, the Deputy Director, NOP, and the Deputy Director, Operations.
 - (2) Shall include at least two State Chairs, one of which designated as sub-committee Chair and another as Vice-Chair; regional representation shall rotate as terms expire.
 - c. Term:
 - (1) Initial term – three years.
 - (2) Members are eligible for reappointment. The ESGR Executive Director shall re-appoint members for shorter terms as necessary to establish a rotational pattern in the membership.
 - d. Vacancies:
 - (1) Shall be filled by the ESGR Executive Director, as a result of the member's resignation, removal or other cause.

(2) The term of such an appointment shall be for the unexpired term of the original Subcommittee member.

(3) Upon completion of the expired term, the successor Subcommittee member may be reappointed.

(4) If the vacancy is for a representative of an ESGR region, the successor appointed will be from that region.

4. Outreach Subcommittee Leadership: The ESGR Executive Director, in consultation with the National Chair, will appoint the Subcommittee Chair and Vice Chair.

5. Meetings:

a. Will be determined by the Chair, in consultation with the Director, NOP.

b. Agenda will be determined in consultation with the Subcommittee members.

c. Agenda will be distributed, along with materials to be reviewed in advance, by the Chief, Employer Outreach, NOP.

d. Quorum: Shall consist of two-thirds of the appointed Subcommittee members.

e. Decision making:

(1) Decisions will be made only when a quorum is present and based on consensus.

(2) When consensus cannot be reached, decisions will be made by majority vote.

(3) The Chair is a voting member.

(4) If a vote results in a tie, the proposal under consideration may be modified until approved by a majority.

(5) Decisions of the Subcommittee are advisory in nature only, subject to approval by the ESGR Executive Director.

f. Minutes:

(1) Minutes of all meetings of the Subcommittee shall be prepared and sent to all Subcommittee members for review and comment within 5 working days.

(2) Minutes shall be published by the responsible Directorate within 10 working days of the meeting.

(3) Copies of the minutes shall be provided to the National Chair and the ESGR Executive Director.

(4) Copies of the approved minutes will be posted on ESGRNet.

g. Outreach Subcommittee Maintenance:

(1) Absenteeism: Any member absent for two consecutive meetings of the Subcommittee is considered to have voluntarily resigned his or her seat. The ESGR Executive Director shall notify the member and appoint a new Outreach Subcommittee member in accordance with the vacancy provisions.

(2) The Director, NOP may recommend to the ESGR Executive Director removal of any member if the Director determines such action is in the best interest of the Subcommittee.

6. Resources/Logistics:

a. The Outreach Subcommittee will be fully resourced by ESGR.

b. The Director, NOP will serve as the executive agent and be responsible for the coordination of administrative support.

7. Communications:

a. Certain sensitive information or issues being considered by the Subcommittee, and identified as such by the Subcommittee Chair, may not be communicated to others outside the Subcommittee without prior authorization. Sensitive information could cause undue stress or harm to the State Committees or ESGR Program if released without authorization. Sensitive information as defined above may only be released after the approval of the ESGR Executive Director or National Chairman.

b. Subcommittee members, upon guidance provided by the Subcommittee Chair, will have the authority and responsibility to discuss matters under consideration with other State Committee members in their regions. General/Routine information may be released by any member. Information in this category is meant to inform the member volunteers, employers, and/or the general public, and will not result in any negative effects on the National Staff or the State Committees.

ENCLOSURE 5

TRAINING SUBCOMMITTEE CHARTER

1. Mission: To serve as an advisory committee to the Director of Training on education, training processes, and programs.
2. Role: The Training Subcommittee will:
 - a. Recommend training requirements.
 - b. Assist in developing education and training plans.
 - c. Serve as regional points of contact for feedback, programmatic modification, or improvements.
 - d. Recommend evaluation criteria to determine volunteer training effectiveness.
 - e. Recommend resource requirements.
 - f. Advise the Director of Training in providing oversight of the ESGR Volunteer Training Program as outlined in ESGRI 1250.12.
3. Membership:
 - a. Authority: The Training Subcommittee is organized by authority of the ESGR Executive Director.
 - b. Training Subcommittee Composition:
 - (1) Composed of members appointed by the ESGR Executive Director.
 - (2) Shall include at least one member from each ESGR region and the Training Director, or designated representative.
 - (3) Shall include at least two State Chairs, one of which designated as sub-committee Chair and another as Vice-Chair; regional representation shall rotate as terms expire.
 - c. Term:
 - (1) Initial term – three years.
 - (2) Members are eligible for reappointment. The ESGR Executive Director shall reappoint members for shorter terms as necessary to establish a rotational pattern in the membership.

d. Vacancies:

(1) Shall be filled by the ESGR Executive Directors a result of a member's resignation, removal, or other cause.

(2) The term of such an appointment shall be for the unexpired term of the original Subcommittee member.

(3) Upon completion of the expired term, the successor Subcommittee member may be reappointed.

(4) If the vacancy is for a representative of an ESGR region, the successor appointed will be from that region.

4. Training Subcommittee Leadership: The ESGR Executive Director, in consultation with the National Chair, will appoint the Subcommittee Chair and Vice Chair.

5. Meetings:

a. Annually, preferably semi-annually, as funding permits.

b. Other meetings as required, by means determined to be appropriate.

c. Agenda will be determined in consultation with the Subcommittee members.

d. Agenda will be distributed, along with materials to be reviewed in advance and posted to the ESGRNet.

e. Quorum: Shall consist of two-thirds of the appointed Subcommittee members.

f. Decision making:

(1) Decision will be made only when a quorum is present and based on consensus.

(2) When consensus cannot be reached, decisions will be made by majority vote.

(3) The Subcommittee Chair is a voting member.

(4) If a vote results in a tie, the proposal under consideration may be modified until approved by a majority.

(5) Decisions of the Subcommittee are advisory in nature only, subject to adoption by ESGR.

g. Minutes:

(1) Minutes of all meetings of the Subcommittee shall be prepared and sent to all Subcommittee members for review and comment within 5 working days.

(2) Minutes shall be published by the responsible Directorate within 10 working days of the meeting.

(3) Copies of the minutes shall be provided to the National Chair and to the ESGR Executive Director.

(4) Copies of the approved minutes will be posted on ESGRNet.

h. Training Subcommittee Maintenance:

(1) Absenteeism: Any member absent for two consecutive meetings of the Subcommittee is considered to have voluntarily resigned his or her seat. The ESGR Executive Director shall notify the member and appoint a new Subcommittee member in accordance with the vacancy provisions.

(2) The Training Director may recommend to the ESGR Executive Director removal of any member if the Director determines such action is in the best interest of the Subcommittee.

6. Resources/Logistics:

a. The Training Subcommittee will be fully resourced by the ESGR.

b. The Training Director will serve as the executive agent and be responsible for the coordination of administrative support.

7. Communications:

a. Certain sensitive information or issues being considered by the Subcommittee, and identified as such by the Subcommittee Chair, may not be communicated to others outside the Subcommittee without prior authorization. Sensitive information could cause undue stress or harm to the State Committees or ESGR Program if released without authorization. Sensitive information as defined above may only be released after the approval of the ESGR Executive Director or National Chairman.

b. Subcommittee members, upon guidance provided by the Subcommittee Chair, will have the authority and responsibility to discuss matters under consideration with other State Committee members in their regions. General/Routine information may be released by any member. Information in this category is meant to inform the member volunteers, employers, and/or the general public, and will not result in any negative effects on the National staff or State Committees.

ENCLOSURE 6

VOLUNTEER MANAGEMENT SUBCOMMITTEE CHARTER

1. **Mission:** To serve in an advisory capacity to the Director, Operations, to assist in the management, improvement, and execution of the volunteer management program.
 2. **Role:** The Volunteer Management Subcommittee (VMS) will:
 - a. Advise the Director of Operations in providing oversight of the Volunteer Management program as outlined in ESGRI 1250.10, Volunteer Management.
 - b. Advise the ESGR leadership on matters relating to volunteer:
 - (1) Recruiting Process
 - (2) Administrative Processing
 - (3) Mentoring
 - (4) Training
 - (5) Recognition
 - (a) Review all existing ways of recognizing significant achievements made by Committee Volunteers in contributing to and accomplishing the ESGR Mission.
 - (b) Assist in developing new methods of recognition for local, state, and national achievements where needed and as appropriate.
 - (c) Review/develop criteria including pre-requisites for higher-level awards.
 - (d) Represent/assist each state with their Volunteer Awards program from a regional and/or national perspective.
- *NOTE: Employer Awards fall under the purview of the Outreach Subcommittee.*
- (e) Provide input to Regional and/or National Leadership Conferences as required.
 - (6) Discipline
 - (7) Retirement

3. Membership:

a. Authority: The VMS is organized by authority of the ESGR Executive Director.

b. VMS composition:

(1) Shall include at least one member from each ESGR region, one at-large member, the Director or Deputy Director of Operations, and an Action Officer from Operations.

(2) Shall include at least two State Chairs, one of which designated as sub-committee Chair and another as Vice-Chair; regional representation shall rotate as terms expire.

c. Term:

(1) Initial term – three, two, or one years to establish a rotational pattern in the membership.

(2) Members are eligible for reappointment.

d. Vacancies:

(1) Shall be filled by the ESGR Executive Director, whether due to member's resignation, removal or other cause.

(2) The term of such an appointment shall be for the unexpired term of the original Subcommittee member.

(3) Upon completion of the expired term, the successor member may be reappointed.

(4) If the vacancy is for a representative of an ESGR region, the successor appointed will be from that region.

4. VMS Leadership: The ESGR Executive Director, in consultation with the National Chair, will appoint the Volunteer Management Subcommittee Chair and Vice Chair.

5. Meetings:

a. Will be determined by the Chair, in consultation with the Director, Operations.

b. Agenda will be determined in consultation with the Subcommittee members.

c. Agenda, along with materials to be reviewed in advance, will be distributed by the Action Officer.

d. Quorum: Shall consist of two-thirds of the appointed volunteer subcommittee members.

e. Decision Making:

(1) Decisions will be made only when a quorum is present and based on consensus.

(2) When a consensus cannot be reached, decisions will be made by majority vote.

(3) The Chair is a voting member.

(4) If a vote results in a tie, the proposal under consideration may be modified until approved by a majority.

(5) Decisions of the subcommittee are advisory in nature only, subject to approval by the ESGR Executive Director.

f. Minutes:

(1) Minutes of all meetings shall be prepared and sent to all subcommittee members for review and comment.

(2) Minutes shall be published by the Action Officer within 10 working days of the meeting.

(3) Copies of the minutes shall be provided to the National Chair and the ESGR Executive Director.

(4) Copies of the minutes will be posted on ESGRNet.

g. Subcommittee Maintenance:

(1) Absenteeism: Any member absent for two consecutive meetings is considered to have voluntarily resigned his or her seat. The ESGR Executive Director shall notify the member and appoint a new member in accordance with the vacancy provisions.

(2) The Director, Operations may recommend to the ESGR Executive Director removal of any member if the Director determines such action is in the best interest of the Subcommittee.

6. Resources/Logistics:

a. The VMS will be fully resourced by ESGR.

b. The Director, Operations will serve as the executive agent and be responsible for the coordination of administrative support.

7. Communications:

a. Certain sensitive information or issues being considered by the subcommittee, and identified as such by the Subcommittee Chair, may not be communicated to others outside the subcommittee without prior authorization. Sensitive information could cause undue stress or harm to the State Committees or ESGR Program if released without authorization. Sensitive information as defined above may only be released after the approval of the ESGR Executive Director or National Chairman.

b. Subcommittee members, upon guidance provided by the Subcommittee Chair, will have the authority and responsibility to discuss matters under consideration with other State Committee members in their regions. General/routine information may be released by any member. Information in this category is meant to inform the member volunteers, employers, and/or the general public, and will not result in any negative effects on the National or State Committees.

ENCLOSURE 7

SUBCOMMITTEE SELECTION TIMELINE

- Deputy Executive Director (DED) - Send annual call for applications for departing Subcommittee members (NLT 1 Apr)
- DED – Include instructions to send Bios/resumes & letters of recommendations to appropriate functional Director – within 60 days (NLT 31 May)
- Functional Area Director - send applicant packages to appropriate Subcommittee Chair (NLT 7 Jun)
- Subcommittee Chairman - Vet applications with Subcommittee and select nominee(s) then forward, thru Functional Area Director, to the Executive Director (ED) for approval (NLT 30 Jun)
- ED – approve and send selection letter (NLT 7 Jul)
- Subcommittee Chairman – Call newly selected members, inviting them to attend September Subcommittee meeting (NLT 14 Jul)
- ED – Send regrets letter to non-selected applicants (NLT 14Jul)
- ED – Send thank you letter to departing Subcommittee members (NLT 31 Aug)



ENCLOSURE 8

SAMPLE SELECTION LETTER

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

EMPLOYER SUPPORT OF THE GUARD AND RESERVE

1555 WILSON BOULEVARD, SUITE 200

ARLINGTON, VA 22209-2405

Date

Ms. Jane Doe
ABC Alphabet Street
Anywhere, USA 12345

Dear Ms. Doe:

Congratulations on your selection for the ESGR _____ Subcommittee, and thank you for your volunteer service. The Subcommittees are integral to the accomplishment of our mission as they provide timely advice on operational, organizational and policy-related issues, and your active participation will do much to enhance ESGR overall. We look forward to working with you during your three-year term which expires September _____.

We recognize the significance of your valued service and dedication of personal time to the _____ Subcommittee and ESGR. Your hard work and dedication to our organization and our Nation are deeply appreciated.

James G. Rebholz
National Chairman

Ronald G. Young
Executive Director

cc:

_____ Subcommittee Chairman
Director of _____



ENCLOSURE 9

SAMPLE NON-SELECT LETTER

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

EMPLOYER SUPPORT OF THE GUARD AND RESERVE
1555 WILSON BOULEVARD, SUITE 200
ARLINGTON, VA 22209-2405

Mr. John Doe
123 One Way Street
Anywhere, USA 12345

Date

Dear Mr. Doe:

The ESGR Subcommittees are an integral part of ESGR as they provide timely advice on operation, organization and policy-related issues that enhance the overall organization. To ensure we are in compliance with our Subcommittee policies as we look towards the future, it is time to renew the Subcommittee membership.

I would like to thank you for your application along with other _____ Region Volunteers to become a member of the _____ Subcommittee. After thorough review of all applications, the _____ Subcommittee has chosen _____, _____ State Committee to replace the outgoing subcommittee _____ Region representative, _____.

As an active (state) Committee _____ Director, we look forward in receiving your continued support, volunteer training ideas, views, and energy. Without your training expertise and support, the _____ subcommittee and the future of ESGR volunteer training would not become a reality for all of our volunteers. Additionally, I value your willingness to share of your valuable time with your State Committee and fellow volunteers as we strive to achieve greatness for our organization in the coming years.

Again, thank you for your service to ESGR as a valuable _____ Director of the _____ ESGR. Your enthusiasm and dedication to ESGR and our Nation are deeply appreciated.

James G. Rebholz
National Chairman

Ronald G. Young
Executive Director

cc:

_____ Subcommittee Chairman
_____ State Chair



ENCLOSURE 10

SAMPLE THANK YOU LETTER

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

EMPLOYER SUPPORT OF THE GUARD AND RESERVE
1555 WILSON BOULEVARD, SUITE 200
ARLINGTON, VA 22209-2405

Mr. John Doe
11432 Sample Lane
Knoxville, TN 37931-2819

Date

Dear Mr. Doe:

As we near the end of the fiscal year, I want to thank you for your service on the _____ Subcommittee. As you know, the ESGR Subcommittees are an integral part of ESGR as they provide timely advice on operational, organization and policy-related issues that enhance the overall organization.

One of the major elements of the membership structure of the Subcommittees is to have a methodology that provides a rotational pattern within the membership. Due to the numbers of current members who are rotating off and changes to the Subcommittee Management Instruction (ESGR 1250.05), it is time to review the memberships to enable ESGR to bring in new members who will instill new ideas, views, and energy.

Therefore, in conjunction with recommendations from the Directors, and in support of our “rotation of members” initiative, this letter is to inform you that your tenure on the _____ Subcommittee will conclude effective _____.

As a valued member of the _____ Subcommittee, I sincerely recognize the significance of your service to the Subcommittee and ESGR. Your hard work and dedication to our organization and our Nation are deeply appreciated. I look forward to your continued support of ESGR in the future with your respective State Committee.

James G. Rebholz
National Chairman

Ronald G. Young
Executive Director

cc:
_____ Subcommittee Chairman

SUMMARY OF CHANGES

Overall, this instruction has undergone significant changes. Readers are encouraged to read the entire document, not just this summary. Throughout this document, many familiar terms have been changed to be consistent with ESGRI 1250.02, dated 11 August 2010.

Other specific changes are outlined below.

1. Replaced the Strategic Planning Subcommittee with Executive Advisory Subcommittee.
2. Added the Volunteer Management Subcommittee supporting the Director of Operations (Enclosure 6).
3. Included references in the charters to the ESGR Instructions giving guidance to the functional areas relating to each Subcommittee.
4. Added a Subcommittee Selection Timeline (Enclosure 7).
5. Added “sample” Selection, Non-Select, and Thank You letters (Enclosures 8-10).

GLOSSARY

ABBREVIATIONS AND ACRONYMS

DODD	Department of Defense Directive
DODI	Department of Defense Instruction
EDT	Eastern Daylight Time
ESGR	Employer Support of the Guard and Reserve
EST	Eastern Standard Time
IT	Information Technology
NOP	National Outreach and Plans
OPS	Operations
OMB	Ombudsman Services
TNG	Training
VMS	Volunteer Management Subcommittee

DEFINITION OF TERMS

ESGR - Includes all entities (Headquarters Staff, State Committees, Volunteers, etc.)

ESGR Leadership - Executive Director, Deputy Executive Director, Chief of Staff

Executive Agent – The responsible person/section that will coordinate the administration support

National Staff – Civilian and military members assigned to Headquarters ESGR