

HQ ESGRI 7000.1 Financial Operating Procedures for State Committee (SC) Support

SUMMARY OF CHANGES:

This instruction revises and replaces NCESGRI 7000.1 and applies to version effective 1 January 2012. This rewrite contains paragraphs being renumbered in accordance with DoD requirements.

Specific changes include:

1. Page 1 Added Areas of Responsibility and moved from Enclosure 2.
2. Page 5 Added to Enclosure 2: Funding Guidelines – General, Event Request Submission Guidance.
3. Page 6 Added requirement for state chair to sign event requests with a total cost of \$10,000 or more.
4. Page 7 Non-ORF funding clarified for Tradeshow-type events.
5. Page 7 Added guidance for EIP type events.
6. Page 7 Authorized blackberry/cell phone purchases, via Event Request, for only the lead representative in each SC.
7. Page 8 Guidance for clothing for contractors added.
8. Page 10 Military Outreach aligned with EIP added.
9. Page 12 Guidance on Employer attendees clarified.
10. Page 13 Guidance on number of meals authorized for Employer attendees clarified.
11. Page 15 Added guidance for travel of spouse of other party to accompany TDY traveler.
12. Page 15 Updated guidance on HQ ESGR funded travel for various events subject to availability of funds at HQ ESGR.
13. Page 20 Added clarification for “in and around” mileage to be determined by odometer reading.
14. Page 27 Added Enclosure 9 Reference Materials to provide Sample Event Request formats and Budget Plan format (replaces previous examples embedded in instruction text).
15. Page 35 EIP and YRRP terms added to Glossary

Headquarters Employer Support of the Guard and Reserve INSTRUCTION

NUMBER 7000.1
January 1, 2012

Resources

SUBJECT: Employer Support of the Guard and Reserve (ESGR) Financial Operating
Procedures for State Committee (SC) Support

References: See Enclosure 1.

1. PURPOSE.

a. Establish policies and procedures to ensure the proper use of appropriated funds, as specified in Enclosures 2 through 8.

b. Promulgate the rules and regulations in Assistant Secretary of Defense (ASD) Reserve Affairs (RA) Directive Type Memorandum (DTM); Under Secretary of Defense (USD) Personnel & Readiness (P&R) DTM; Department of Defense Instruction 7250.13; Section 2241(c) of Title 10; DoD Financial Management Regulation (FMR); Uniformed Service Members Joint Federal Travel Regulations; DoD Civilian Personnel Joint Travel Regulations; and DoD Instruction 1100.21 (References (a) through (h)) in the expenditure of funds in support of the ESGR mission as specified in DoD Directive 1250.1 and DoD Instruction 1205.22 (References (i) and (j)).

c. Provide guidance for administration and execution of ESGR funds placed on deposit with the National Guard Bureau (NGB) and the United States Property and Fiscal Offices (USPFO).

d. Provide policy and procedures and establish responsibility for budget planning, distribution of funds, execution and reporting.

e. Provide policy to establish responsibility for event planning, approval, and execution.

f. The guidance provided by this instruction for proper use of ESGR funds is intended to be supplemental to DoD FMR and does not in any way supersede the DoD FMR or any other higher authority directive.

2. APPLICABILITY. All individuals assigned to the Headquarters Employer Support of the Guard and Reserve (HQ ESGR), United States Property and Fiscal Office (USPFO), DoD personnel assisting the ESGR mission, and to ESGR volunteers.

3. RESPONSIBILITY. Specific responsibilities for the Executive Director (ED) ESGR, the

Deputy Executive Director (DED) ESGR, Director of Resources ESGR Finance, Director of Operations (OPS), Regional Deputy Directors (RDDs); State Chairs, USPFOS, and supporting staff are delineated in Enclosures 3 through 8.

4. RELEASABILITY. UNLIMITED. This Instruction is approved for public release. Copies may be obtained through the Internet from the ESGR Web site.
5. EFFECTIVE DATE. This Instruction is effective immediately.


Ronald G. Young
Executive Director

Enclosures

1. References
2. Funding Guidelines – General
3. ESGR Non-ORF Funds (Operations and Military Outreach)
4. ESGR ORF Funds (Employer Outreach)
5. Travel Orders and Voucher Claims (DD Form 1351-2)
6. Reimbursement for Expenditures – SF 1034/SF 1164
7. Budget Plans, Funding Authorization Documents (FAD), and Military Interdepartmental Purchase Requests (MIPR)
8. Reporting Requirements
9. Reference Material
Glossary

TABLE OF CONTENTS

ENCLOSURE 1: REFERENCES.....4

ENCLOSURE 2: FUNDING GUIDELINES – GENERAL5

ENCLOSURE 3: ESGR NON-OFFICIAL REPRESENTATION FUNDS (NON-ORF)
(OPERATIONS AND MILITARY OUTREACH).....7

ENCLOSURE 4: ESGR OFFICIAL REPRESENTATION FUNDS (ORF) (EMPLOYER
OUTREACH)11

ENCLOSURE 5: TRAVEL ORDERS AND VOUCHER CLAIMS (DD FORM 1351-2).....15

ENCLOSURE 6: REIMBURSEMENT FOR EXPENDITURES – SF 1034/SF 1164.....19

ENCLOSURE 7: BUDGET PLANS, FUNDING AUTHORIZATION DOCUMENTS (FAD)
AND MILITARY INTERDEPARTMENTAL PURCHASE REQUESTS (MIPR)21

ENCLOSURE 8: REPORTING REQUIREMENTS.....25

ENCLOSURE 9: REFERENCE MATERIAL SAMPLES27

GLOSSARY35

ENCLOSURE 1

REFERENCES

- (a) ASD RA Directive Type Memorandum, "Expenditure of ESGR Operations and Maintenance (O&M) Funds for Official Reception, Representation, and Advertising Activities and Materials," August 30, 2004
- (b) USD P&R Directive Type Memorandum, "Expenditure of ESGR Operations and Maintenance (O&M) Funds for Official Reception, Representation, and Advertising Activities and Materials," July 30, 2004
- (c) DoD Instruction 7250.13, "Official Representation Funds (ORF)," June 30, 2009
- (d) Section 2241(c) of Title 10, United States Code
- (e) DoD Financial Management Regulation, Volume 9
- (f) Uniformed Service Members Joint Federal Travel Regulations, Volume 1
- (g) DoD Civilian Personnel Joint Travel Regulations, Volume 2
- (h) DoD Instruction 1100.21, "Voluntary Services in the Department of Defense," December 26, 2002
- (i) DoD Directive 1250.1, "National Committee for Employer Support of the Guard and Reserve," April 13, 2004
- (j) DoD Instruction 1205.22, "Employer Support of the Guard and Reserve," March 17, 1997
- (k) ESGR Instruction 1250.30, "Secretary of Defense Employer Support Freedom Award," January 4, 2011
- (l) ESGR Instruction 1250.28, "Employer Awards," October 1, 2008
- (m) ESGR Instruction 1250.10, "Volunteer Management," August 23, 2011
- (n) Appendix A to Interagency Support Agreement (ISA) between OSD/RA, DHRA, NGB, and ESGR, September 13, 2005

ENCLOSURE 2

FUNDING GUIDELINES – GENERAL

1. The following guidelines apply to all funding requests, regardless of purpose or expense type.
2. DoD personnel and representatives authorized to expend ESGR funds shall personally monitor the use of funds to ensure propriety and integrity of all expenditures.
3. Events require specific ADVANCE approval PRIOR to any vendor contracting, issuance of travel orders, or any other obligation of government funds. Therefore, an accurate and complete event request must be submitted to HQ ESGR RDD at least 60 days prior to the event for events with total costs less than \$25,000. For events with total costs of \$25,000 or more (the simplified acquisition threshold), the event request shall be received by the RDD a minimum of 90 days prior to the event. Rescheduling or modification of events previously approved by HQ ESGR may be approved by the ESGR Director of Resources within delegated authority limits. In all cases, advance coordination with the RDD is required to ensure a complete, accurate, and timely event request submission.
4. Travel Order requests should be submitted after the event has been approved for funding. Submit travel order requests per the guidance in Enclosure 5.
5. Reimbursement of Volunteers' expenses or incurring other government expenses on behalf of volunteers, are only authorized for volunteers with a completed DD Form 2793, "Volunteer Agreement for Appropriated Fund Activities and Non-Appropriated Fund Instrumentalities" on file at HQ ESGR. Funds can only be obligated or expended to support official volunteers.
6. Event requests shall include the list of invited attendees, title/position, the agenda with estimated timelines, and all estimated costs associated with the event. In order to keep event requests timely, do not hold the event request past the 60 day suspense in order to submit the complete invitee list. Provide the names or job titles and company name of intended invitees, with justification as to why the accurate attendance information is not currently available, and then provide the RDD with the actual attendee list within 5 days after the event. Actual attendee lists shall be retained locally for audit purposes.
7. To preclude issues of unauthorized augmentation of funds to support the ESGR Federal missions, any State/Territory/District provided funds must be separately accounted for. An event request must be submitted for all ESGR events, regardless of funding source, and clearly identify on the event request when non-federal funds are involved. All ESGR events will strictly adhere to ESGR policies and regulations, whether Federal or State/Territory/District funded.
8. Government facilities, where available, should be used to the maximum extent practical. Lodging costs, excluding taxes, must not exceed the approved maximum government lodging rate. For current per diem rates, see: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>
9. Meal purchases shall follow per diem rates. Meal cost limits are a fraction of a percentage of

per diem; the limit includes tax, but not gratuity. To determine the meal rate, add the meal and incidental rate for the locality, and multiply that amount by 20%/30%/50% for breakfast, lunch and dinner respectively. Requests to exceed the per diem rates for lodging OR meals must be well justified and coordinated in advance and will only be considered in the most extenuating circumstances.

10. All Event Requests must have the State Chair signature block at the bottom of the request document, indicating his/her knowledge and approval of the event. For requests with a total cost of less than \$10,000, "By Direction" signature is acceptable. Any event costing \$10,000 or more must be signed by the State Chair – NO "By Direction" will be allowed.

11. Enclosure 9 provides Reference Material Sample Event Requests for Non-Official Representation Funds (Non-ORF), Official Representation Funds (ORF), and combined Non-ORF and ORF type events.

ENCLOSURE 3

ESGR NON-OFFICIAL REPRESENTATION FUNDS (NON-ORF)
(OPERATIONS AND MILITARY OUTREACH)

1. POLICY.

a. Non-ORF shall be used for volunteer training and planning meetings, supplies, postage and shipping, for official ESGR approved awards and certificates, equipment, volunteer awards, internal volunteer newsletters, advertising, marketing, military outreach training, tradeshow-type events, and educational supplies to train military members and their families. Costs for ESGR operations must be charged to the appropriate ESGR fund type for such costs. ESGR Non-ORF costs are identified by the Finance code 'N' in the second character of the four-character identifier. For example: NNHQ breaks down as N=ESGR, N=Non-ORF, HQ=national headquarters funded event; NNNY breaks down as N=ESGR, N=Non-ORF, NY=New York Committee funded event.

b. Event requests for funding support of tradeshow type events will be classified as Non-ORF. Note that tradeshow type events are classified as Non-ORF due to the overall advertising/marketing nature of the event and due to attendance being open to all, rather than specific individual invitees. A copy of the associated tradeshow event advertisement with related support cost information should be submitted with the event request to include room rental documentation.

c. Event requests for funding support of Employment Initiative (EI) type events (including job fairs and transition assistance events) will be classified as Non-ORF, except for events where employers are specifically invited, and expenses qualify as an ESGR Funded ORF event (see enclosure 4).

2. SUPPLIES/ADMINISTRATIVE EXPENSES.

a. Office supplies and supporting administrative items may be purchased locally or through the fulfillment contract. Fulfillment contract purchases will be charged to the State Committees (SC) fulfillment budget allocation. Local purchases should be coordinated in advance with the USPFO and a local level Government Purchase Card (GPC) may be used if authorized by the USPFO.

b. Telephone expense reimbursement is authorized for documented and official ESGR phone calls. Calling cards are authorized for purchase at ESGR expense.

c. SCs are not authorized to use appropriated funds for the purchase or installation of telephone equipment. Similarly, the expenditure of funds on 800 telephone numbers (1-800) is not authorized for reimbursement.

d. Blackberry devices/cell phones are authorized for purchase at ESGR expense and are only intended to support the lead full time support person's out-of-office/travel requirements for official business. Authorization is on a case-by-case basis and should be requested via the Event

Request process. The intent is to authorize such purchases only for the lead representative in each SC, and local phone support plans for full-time support positions that do not have a telephone land line (office phone) available.

e. Volunteer or Employer newsletters and other advertising and marketing expenses, to include printing and copying expenses, are authorized as Non-ORF. Requests to fund advertising require copies of the proposed advertisement. National Outreach and Plans/Public Affairs will review and approve the advertisement.

f. Holiday or greeting cards may not be purchased with Federal funding.

g. ESGR volunteers may be provided clothing to wear while performing ESGR business at official functions. The cost of the clothing item(s) shall not exceed \$60.00 per year per volunteer. Purchases are made through the fulfillment vendor using state fulfillment funds. Exceptions to the cost and fulfillment vendor limits (such as for cold weather clothing) will be made on a case-by-case basis through the RDD.

h. To ensure branding consistency in the ESGR mission, contractors are allowed to purchase and wear ESGR logo clothing, business cards and name tags with the purchase cost as an individual responsibility (i.e. personal credit card). There is NO requirement for contractors to purchase ESGR apparel. Such purchases are an individual choice. NO contractor company funds or DoD/State ESGR funds may be used. It is necessary to distinguish contract staff from volunteers. As such, contract staff name tags and business cards will include "DoD Contractor". The ESGR fulfillment vendor is responsible for producing those cards and will continue to seek HQ ESGR approval for requests that do not meet ESGR standards.

i. The ESGR fulfillment contract will be used to purchase official ESGR awards for volunteers and DoD award recipients as approved by HQ ESGR. See reference (k) ESGR Instruction 1250.30 Secretary of Defense Employer Support Freedom Award, reference (l) ESGR Instruction 1250.28 Employer Awards, and reference (m) ESGR Instruction 1250.10 Volunteer Management, for more information on ESGR Awards. No other awards are approved at ESGR expense.

j. SCs will not be reimbursed for awards representing organizations other than ESGR.

k. Advertising items for trade shows and events are low cost items (normally less than \$5) purchased in bulk through the fulfillment contract. Purchasing branded materials through other than the fulfillment contractor is not authorized.

l. Individual SC specific coins may not be purchased with appropriated funds. However, general purpose ESGR coins may be purchased through the fulfillment contract to be used in the State Chair's awards program per ESGRI 1250.10, reference (m).

3. EQUIPMENT

Advance approval by HQ ESGR is required for all equipment purchases over \$500, such as

computers, Information Technology (IT) equipment, cameras, printers, projectors, cell phones, Blackberries, wireless cards, and calling cards. Jump drives and memory cards below \$500 may be purchased as part of supply items. Requests for equipment purchases shall be submitted via the event request process. Include supporting cost estimate documentation, and account as Non-ORF. Equipment will be purchased and distributed to the SC through the respective USPFO who will maintain a Property Accountability Log. The equipment shall be inventoried and reported by the USPFO per local USPFO regulations.

4. VOLUNTEER MEETINGS.

a. Volunteers attending SC meetings or events of six (6) hours minimum duration may be authorized a meal, but only in instances where the purpose of the meal is to continue the meeting (i.e., working lunch). Similarly, overnight travel/lodging and per diem is authorized only when the planned meeting including travel is of twelve (12) hours minimum duration.

(1) DoD funds shall not be used to pay for the cost of meals or refreshments for U.S. government employees or military members in connection with routine interagency or intra-agency working meetings or for social activities such as promotions, retirements, etc. DoD funds may be used, up to \$15 per volunteer attendee in accordance with USD P&R Directive Type Memorandum (Reference (b)), to pay for SC working meals and refreshments provided that the six (6) hour minimum meeting time duration is met.

(2) Military officials and representatives who are not ESGR volunteers may be invited to meetings when their attendance will provide input and coordination toward the attainment of ESGR goals as defined in the Strategic Plan.

(a) ESGR will only fund up to a total of two meals per Reserve component (RC) for military officials attending events or meetings. Each RC unit should fund any additional costs for their representatives.

(b) For the purpose of meals, military members who are also official ESGR volunteers are considered volunteers and may be provided a meal.

b. ESGR will fund no more than two volunteers to attend a Chamber of Commerce meeting, if invited. ESGR funds are not authorized for Chamber dues or membership fees.

5. MILITARY OUTREACH.

a. Volunteers should provide ESGR training and educational materials to the military. Expenditures of Non-ORF are authorized.

b. Mobilization/Demobilization (MOB/DEMOB) events are defined as activities where volunteers provide education to military members and their families involved with MOB/DEMOB. Meals for military members and families being trained at MOB/DEMOB events are not authorized at ESGR expense. Military meals are funded by the respective military unit.

c. In accordance with DoD regulations, advertising and marketing items and gifts are not authorized for distribution to military members and their families; only educational and training materials are appropriate for ESGR funding and distribution to military members and their families.

d. ESGR Military Outreach events aligned with EIP events are mutually supportive and normally classified as Non-ORF ESGR funds (ORF exception described in 1.c.) However the majority of EIP events are supported by YRRP funds per procedures provided in annual fiscal guidance memorandum in February each year.

ENCLOSURE 4

ESGR OFFICIAL REPRESENTATION FUNDS (ORF)
(EMPLOYER OUTREACH)

1. POLICY.

a. Any event to which employers or non-DoD guests are invited is considered an ORF event and ORF funding must be used. Employers should be invited to be educated and trained regarding support for the Guard and Reserve or to be recognized for their support. These events include all employer briefings (Briefing with the Boss BWB) type events), outreach, Bosslifts, orientations, and recognition events. Note that tradeshow-type events are classified as Non-ORF (Enclosure 3). ESGR ORF costs are identified by the Finance code 'O' in the second character of the four-character identifier. For example: NOHQ breaks down as N = ESGR, O = ORF, HQ = National Headquarters funded event; NONY breaks down as N = ESGR, O = ORF, NY = New York Committee funded event.

b. To simplify accounting for ORF events, all ORF event costs will NORMALLY be accounted for as an ORF expense. Refer to 2.a below for ORF and Non-ORF combined requests. Some event related costs normally charged as a Non-ORF expense shall be accounted for as an ORF expense. For example: a volunteer's meals at an annual planning conference are normally a Non-ORF expense. However, when the volunteer's dinner meal is the annual awards banquet honoring employers, the entire banquet cost (volunteer meals, employer meals, banquet room rental, nominator's travel, etc.) is coded as an ORF expense because the expense supports a specific ORF event (the employer awards banquet). Under no circumstances may ESGR ORF expenses be charged to Non-ORF or other funds to avoid ORF restrictions or limitations.

c. ESGR may host employer events and invite Federal, State, and local dignitaries and members of the news media. Politicians in a campaign status may be invited, but 60 days advance notice is required in order to obtain OASD/HQ ESGR level approval.

(1) The ratio of SC volunteers (and other DoD personnel) to employers and honored guests is as follows: for a total group attendance of less than 30, at least 20 percent must be employers; for a total group attendance of 30 or more, at least 50 percent must be employers. DoD personnel, volunteers, and their spouses (when appropriate to be invited) all count towards total attendance and are factored in the employer-guest/total attendee ratio.

(2) If ORF ratios are not met, a small number of employer/non-DoD guests may still attend an otherwise allowable volunteer meeting meal event provided that meal costs are within established per diem rates (20/30/50% from Enclosure 2.9).

2. ORF/NON-ORF Requests

a. When the nature of an ORF-funded event makes the attendance of a large number of volunteers and other DoD personnel (in excess of the ratios in Enclosure 4, paragraph 1.c.(1))

appropriate or desirable, such as at an awards banquet in conjunction with an Annual Planning and Awards Conference (APAC)), DoD Instruction 7250.13 (Reference (c)) allows only those volunteers and DoD personnel actively participating in the event or otherwise required to attend by virtue of their position or duties to be considered part of the official party (but not in excess of the ratios in Enclosure 4, paragraph 1.c.(1)). Other volunteers and DoD personnel in attendance shall pay a pro rata share of event expenses, either directly or by indicating on the individual travel claim that a government furnished meal was provided. In such cases, the event request shall split-out the costs associated with the Non-ORF portion of the overall event (e.g., the conference portion of the APAC) from the ORF portion of the overall event (the employer/nominator related costs associated with the banquet portion of the APAC). An example of such an Event Request is provided in Enclosure 9.

b. SCs should make all attempts to remain within local per diem meal rates. Employer events may require large facilities. In these exceptional cases, the cost of a meal may exceed approved government local per diem meal rates. In such cases when the prescribed ORF ratios have been met, per Enclosure 4, Para 1.c. (1), maximum meal allowances including tax but excluding gratuity are as follows: \$15 per capita for a breakfast with the boss type event; \$30 per capita for a briefing luncheon or reception type event; or \$60 per capita for a formal dinner type event. Meals for Non-ORF events, such as volunteer working meetings, are addressed in Enclosure 3. When meals are provided as part of an approved ESGR ORF event, all members on travel orders and receiving per diem will appropriately annotate the furnished meal as a government provided meal on the individual travel claim.

c. Expenditure of government funds may not include the purchase of alcoholic beverages, except for a very moderate amount of wine for the purpose of formal military traditional toasts and salutations at formal dinner events. The term 'very moderate' shall mean one glass of wine per person (usually two bottles per table of ten). Costs associated with the operation of 'cash bars' shall not be paid with governmental funds.

3. GUIDELINES FOR ESGR EMPLOYER EVENTS.

a. Annual Employer Awards Banquet:

(1) ESGR ORF funds may be used to pay for one awardee per employer and their spouse/guest. Care must be exercised to avoid paying for excessive numbers of meals for non-essential employers, thus employer invitations should be limited to key personnel.

(2) ESGR funds may be used to pay for allowed expenses incurred by SC volunteers, including military who are SC official ESGR volunteers.

(3) Military nominators of ESGR award recipients may be invited and provided a meal and count as DoD attendees for ORF ratio calculations.

(4) The military commander of the nominator whose employer is receiving an ESGR award may be invited and provided a meal.

(5) Two military representatives from each Active and RC are authorized. These military representatives should be key leaders who can best contribute to the event.

(6) The guest speaker is authorized a meal provided at ESGR expense. The speaker may be on an Invitational Travel Order (ITO) at ESGR expense if travel costs are also necessary.

(7) Meals may be provided for a 3-5 person color guard, and/or military member band support.

b. Bosslift Program:

(1) Bosslift events provide valuable information and experience to civilian (non-DoD) employers. ESGR should fund meals and allow expenses only for volunteers working the Bosslift event, invited employers and other dignitaries. Bosslift participants are encouraged to use military lodging and dining facilities.

(2) SCs may place employers/dignitaries on ITO. When doing so, careful consideration should be given to SC budgets.

c. Briefing With the Boss (BWB):

(1) BWB are employer outreach, education and training events. Meals are authorized for attendees. Care must be exercised to avoid paying for excessive numbers of meals for non-essential employers, thus employer invitations should be limited to key personnel.

(2) Meals are not authorized for the sole purpose of presenting certificates such as the Patriot Award or Statement of Support (SoS) signings.

(3) ESGR ORF shall not be used for entertainment or social purposes. Reimbursement will not be provided to invite one employer to lunch, for small group meals, or for ESGR volunteer recruiting.

d. Chamber of Commerce Civic Organization Meetings:

(1) DoD funds may not be used to purchase memberships or pay dues in any organization. If a SC volunteer is invited to attend a Chamber of Commerce function, **Non-ORF** should be used to fund no more than two volunteers. If ESGR is invited to speak or attend the meeting by providing ESGR training and education as the event's main program, platform or speaker fee payments are authorized.

(2) ESGR shall not fund meals for regularly scheduled civic organization meetings; funding is authorized for infrequent attendance, by invitation, per Enclosure 4, paragraph 2.d.(1).

e. DoD Sponsored Events:

(1) DoD sponsored events are always at no-cost to the public. DoD regulations preclude

the purchase of admission tickets to attend for-profit air-shows, sporting events, etc.

(2) Use of government lodging (if travel is required) and facilities should be utilized as much as possible in accordance with DoD regulations.

4. GIFTS.

a. Low cost items that are purchased in bulk through the national fulfillment contract are considered advertising items for trade shows and events. These items are not considered gifts due to the insignificant dollar value, generally below \$5 per item. For more information, refer to Enclosure 3, paragraph 2.i.

b. ESGR must be able to justify gifts to employers. Gifts should only be given to employers. Gifts shall not be given to DoD employees, representatives, or volunteers. Gifts for employers must be purchased via the Fulfillment Contract.

c. Requests for gifts must be included with the ORF Employer Event request. The request must include the name and title of the employer(s) that are the intended gift recipient(s), the company name(s), the specific gift to be presented and justification for the gift.

d. Speaker gifts are appropriate at large, formal conference-type events and should not exceed \$40 per speaking engagement. Speaker gifts should be included as an event cost.

e. Clothing gifts are not authorized for employers. However, ESGR logo hats purchased through the fulfillment contract may be given as gifts to employers.

f. Gift Logs must be maintained by the SC Chair for local audit purposes. The log will include company name, recipient name, item, date, and occasion for the gift.

ENCLOSURE 5

TRAVEL ORDERS AND VOUCHER CLAIMS (DD FORM 1351-2)

1. POLICY.

a. Invitational Travel Orders (ITO) are required to support the mission of ESGR. ITOs are a privilege and not an entitlement. Travel orders may be funded, unfunded ("no-cost"), or some variation thereof, at the discretion of the approving authority. When funded, travel orders are an obligation of taxpayer dollars and as such, should only be utilized where the travel results in a direct, identifiable contribution to the mission of ESGR. Due consideration shall be given to avoiding the perception of impropriety by the taxpayer while on official travel.

b. Travel shall not be approved when the mission can be effectively accomplished by written or electronic correspondence, telephone conversations or use of a video teleconference facility.

c. Travel orders shall only be generated when the duration of a volunteer's travel (departing home to returning home) exceeds 12 hours. The Joint Travel Regulations, references (f) and (g), do not authorize per diem for travel of shorter duration and therefore no substantial justification for generating a travel order exists (including base access, securing government rates, etc.).

d. ITO must be requested, approved, and generated prior to commencement of travel. Failure to meet this requirement represents forfeiture of the travel order (and reimbursement) privilege; travel undertaken without written authorization is not subject to either reimbursement or other protections afforded DoD volunteers. Unforeseen requirements and last-minute substitutions do not justify travel without a travel order. Verbal orders will be considered only in extreme circumstances and then only with the approval of one of the following HQ ESGR representatives exercising that authority: Director, Operations (OPS); DED, or ED.

(1) Carlson Wagonlit (or any other travel agency as identified by the USPFO) is the primary means to purchase travel. SC volunteers, when traveling for ESGR, are required to purchase airline tickets through Carlson Wagonlit utilizing the Centrally Billed Account method of payment. Travel expenses will only be reimbursed up to the maximum government rate (Constructive Cost). First Class travel is not authorized.

(2) If an individual elects to pay for the travel of a spouse or other party to accompany them on the TDY trip, such expense will be the total responsibility of the individual. If the trip is subsequently cancelled or changed the personal expenses paid by the individual for the travel of their accompanying party will not be reimbursed to the individual.

e. HQ ESGR Funded Travel. HQ ESGR may, when applicable, fund travel pursuant to an HQ ESGR centrally funded and sponsored event, such as National Leadership Training Conferences, National-level Subcommittee meetings, and HQ ESGR sponsored training such as, New Chair, Ombudsman, etc., and other meetings/events, on a case-by-case basis, at which attendance is considered in the best interest of ESGR, and subject to availability of funds. These meetings must be approved in advance by one of the following HQ ESGR representatives:

Director, OPS; DED, or ED. Any additional funding to support such travel will normally be distributed to the USPFO to support local SC order writing and claims processing for those HQ ESGR centrally funded events.

f. The SC PST or designated SC volunteer may generate ITO requests. Instances where a travel order is appropriate should adhere to the following examples:

(1) Attendance at periodic meetings of SC members where the need for the meeting is clearly justified and in the best interest of furthering the goals of ESGR.

(2) ESGR support to a military unit while the military unit is in another State/Territory/District should normally be undertaken by the SC responsible for the site of the event. Example: Idaho Committee members should not be issued travel orders to support MOB/DEMOB of an Idaho National Guard unit that occurs at Ft Lewis, Washington. The Washington Committee should provide the support and budget accordingly. Inter-state travel in support of MOB/DEMOB processing is only authorized by the RDD on a case-by-case basis. As an example, a volunteer in a neighboring state may actually be closer than a volunteer in the home state thus cost and efficiency would improve, and a well documented request would be approved.

(3) Every effort should be made to maximize the use of volunteers who reside in the vicinity of events. Funding a travel order in support of a volunteer who must drive long distances and stay in a hotel is an inappropriate use of taxpayer's dollars when a suitable volunteer lives in or near the city of the event.

(4) Other travel, on a case-by-case basis, where the need for the travel is clearly justified and in the best interest of furthering the goals of ESGR.

g. While it is impossible to enumerate all examples of authorized or unauthorized travel, the underlying principle should be clear: only travel which can be shown to have a direct, identifiable contribution to the mission of ESGR, as defined in the Strategic Plan, is eligible for an ITO. Examples of travel that do not meet this standard include:

(1) Attendance at Change of Command ceremonies regardless of the source of the invitation.

(2) Attendance at the periodic meetings of other ESGR SCs (unless the primary purpose is to provide the training, etc.) In this case, orders will be funded by the host SC.

h. The local USPFO orders generating office (typically J1) is the Order Authorizing Official for SC funded travel, and will ensure HQ ESGR approval is obtained prior to issuing travel orders.

(1) Ensure that the orders are properly prepared and that the order is fully complete, to include the signatures of the Requesting, Approving, and Funds Certifying Officials.

(2) Ensure that a log of orders authorized and official file of the order is maintained.

i. State/Territory/District Military Technicians traveling to conduct ESGR business should resource their travel through their local NGB budget. State/Territory/District Active Guard and Reserve (AGR) personnel will provide their Request for Order (RFO) through the authorized representative at the local level.

j. Contractor personnel may not travel on ITO. Travel for contractor personnel outside their local employment duties shall be claimed through their company.

2. PROCEDURES FOR REQUESTING TRAVEL ORDERS.

a. Upon receipt of RDD approved travel, SC volunteer makes a request for travel orders.

b. ITO is requested on a Request for Orders (RFO) worksheet and initiated by the PST, PSS or designated SC volunteer.

c. PST or PSS will verify per diem rates and travel to confirm travel estimates, and to obtain final approval authorization for the requested travel from the USPFO, using the approved procedures per the USPFO such as DTS or other order generating system. Accurate cost estimates can be obtained by contacting Carlson Wagonlit Travel Office in your State/Territory/District. Per diem rates may be found at the following web address: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

d. ITO is issued when a guest (civilian), ESGR volunteer, or non-DoD affiliate of the Federal government travels at the expense of ESGR.

e. After approvals have been secured, the order is generated and the issuing office faxes the completed ITO to Carlson Wagonlit to have the traveler's ticket issued. Carlson Wagonlit will then notify the traveler via email that their travel reservation is confirmed. The issuing office will forward a copy to the designated SC volunteer.

f. HQ ESGR staff (military and DoD civilians) are required to utilize Carlson Wagonlit; DoD paid employees (DoD civilian, Technicians, AGR) assigned to other bases or posts utilize the Government Travel Office (and DTS if required) and their individual Government Travel Card (GTC).

g. Travel requesting officials, travel approving officials, the fund certifying officer, and the order authorizing official will be active in preventing fraud, waste, and abuse.

h. Canceling (revoking) orders. Travelers are responsible for providing justification to their SC Chair, or support staff, who will notify the local USPFO Program Manager (or RDD, as applicable), that a travel order is being canceled. The justification is required to coordinate de-obligation of funds associated with the travel.

3. FILING TRAVEL VOUCHER CLAIMS (DD FORM 1351-2).

a. After travel completion, the traveler prepares a travel voucher (DD Form 1351-2). Travel vouchers must be completed and submitted with receipts to the appropriate travel-reviewing official (USPFO) within 5 calendar days of completing the TDY. To be eligible for reimbursement, ESGR volunteers must have on file at HQ ESGR a signed DD Form 2793, "Volunteer Agreement for Appropriated Fund Activities and Non-Appropriated Fund Instrumentalities".

b. All travel voucher claims must be submitted via the SC Chair, or support staff before being forwarded to the local USPFO. The designated SC representative will conduct a review of the travel voucher prior to its submission. The SC representative will immediately return incomplete, incorrect, or improperly prepared vouchers to the traveler for corrections.

c. If a formal statement is required to support a claim (i.e. travel claim, claim for reimbursement), the individual traveler submitting the claim will be the individual who signs the statement.

d. If a Committee volunteer is requesting reimbursement of an authorized conference fee, and a receipt is unavailable from the facility where the conference was held, a formal letter is required from the SC Chair documenting that the traveler paid the conference fee and describing the purpose of the conference fee (i.e., identify specific costs offset by the fee). The individual traveler must also sign this statement.

e. The local USPFO Program Manager will review and process claims for SC travel.

f. The individual traveler shall ensure that any government provided meals (e.g. working lunch meals provided) are properly included on claims documents.

ENCLOSURE 6

REIMBURSEMENT FOR EXPENDITURES – SF 1034/SF 1164

1. POLICY.

a. Volunteers will incur reimbursable expenses only when necessary to conduct government business and when such expenses are in the best interest of the government. Reimbursable expenses should only be incurred when justified and in order to meet mission requirements.

b. Reimbursable expenses will be limited to the minimum necessary to accomplish the mission.

c. Volunteers are expected to exercise the same care in incurring reimbursable expenses that a prudent person would exercise if conducting personal business.

d. Approving and authorizing officials will be active in preventing fraud, waste, and abuse.

e. To be eligible for reimbursement, ESGR volunteers must have on file at HQ ESGR a signed DD Form 2793, “Volunteer Agreement for Appropriated Fund Activities and Non-Appropriated Fund Instrumentalities”.

2. PROCEDURES.

a. The SF 1034/1164 request and approval process described in Enclosures 5 and 6 will be followed for reimbursement of authorized miscellaneous expenses by SC volunteers. While the primary funding vehicle for purchases are the contracting process or the Government Purchase Card, as appropriate, it is recognized that miscellaneous expenses will occur. For these miscellaneous expenses, and local travel expenses, SC volunteers are responsible for obtaining prior authorization (by SC Chair or local policy) before incurring an expense and then submitting the SF 1034/1164 to the authorized representative at the local USPFO level. Local travel is normally conducted without official travel orders and does not include lodging or meal expenses.

b. All requests for reimbursement must be submitted via the SC Chair or his/her designated volunteer representative before being forwarded to the local USPFO. The designated SC representative will conduct a review of the request for reimbursement prior to its submission.

3. RESPONSIBILITIES.

a. The SC volunteer identifies the requirement to expend personal funds to complete an ESGR mission and submits the requirement to the SC Chair or PST/PSS for review and approval.

b. The SC Chair, PST/PSS, or designated SC volunteer reviews and forwards approved requests to the USPFO Program Manager (PM) to verify availability of funds.

c. The SC volunteer expends funds on approved, authorized requirements and submits the SF 1034/1164 with supporting documentation to the SC Chair, PST/PSS, or designated SC volunteer for review and forwarding to the USPFO.

4. MISCELLANEOUS REIMBURSEMENTS.

a. Payment of membership fees and dues is not an allowable use of DoD appropriated funds. Therefore, ESGR cannot approve the use of appropriated funds to pay for memberships in local Chambers of Commerce, Associations, or similar organizations. For conferences hosted by these organizations, Federal funding can be used to set up booths to disseminate information and to pay for associated conference fees, employer awards (if presented), travel, and meals.

b. Lodging Cost Reimbursement. Requests for lodging cost reimbursement shall NOT be submitted or approved using the SF 1034/1164.

c. USPFO are authorized to pay “in and around” mileage on SF 1164 to SC volunteers who incur expenses while in the execution of their official duties. “In and around” (local) mileage should be determined by odometer readings recorded by the traveler.

d. SC volunteers will not be reimbursed for claims that cite a non-profit 501c3 account or vendor as the recipient of the appropriated funds. SC will not commingle appropriated and non-appropriated funds in any account, to include a 501c3 account.

e. SCs are NOT authorized to use appropriated funding to pay for full-time, part-time, or contract personnel for any period of time.

ENCLOSURE 7

BUDGET PLANS,
FUNDING AUTHORIZATION DOCUMENTS (FAD) AND
MILITARY INTERDEPARTMENTAL PURCHASE REQUESTS (MIPR)

1. PROCEDURES.

a. Budget Plan requests are developed each fiscal year based on HQ ESGR fiscal guidance promulgated by February 28 each year, which include SC budget allocation amounts for the following fiscal year. The SC Chair is responsible for Budget Plan development and timely submission in the proper Planning, Execution, and Performance Reporting System (PEPRS), format. Reference PEPRS documentation for instructions on completing the Budget Plan using the PEPRS spreadsheet.

(1) Budget Plans are due to the RDD by May 31 each year. The RDD will review the proposed plan and coordinate any necessary adjustments with the SC Chair (or designated representative) prior to forwarding the plan for final approval by the HQ ESGR ED or DED.

(2) Final approval of the Budget Plan will be by June 30 each year to allow SC Chair and USPFO sufficient opportunity for planning and conducting advance liaison to support execution of the following fiscal year budget (e.g., coordinating advance contracting actions necessary to support events in the first quarter of the new fiscal year).

(3) SC Chairs are encouraged to include UnFunded Requirements (UFRs) in the annual Budget Plan submission, and to submit emergent requirements to the RDD as soon as those requirements are identified.

(4) Budget execution reporting will follow the PEPRS format; refer to Enclosure 8 for details on budget execution reporting requirements.

b. Funding Authorization Documents (FAD) are the primary means of transferring SC support funding from HQ ESGR to the individual USPFO, accomplished via the NGB. Each fiscal year, 75% of the approved Budget Plan amount will be distributed to the USPFO at the beginning of the fiscal year as soon as funds are available. The remaining 25% of the SC's approved Budget Plan amount will be distributed following mid-year review of budget execution and remaining requirements, with adjustments made as appropriate.

(1) FAD distributions to USPFO for SC funding will normally occur on or about October 1 and April 30 each year. The use of a Continuing Resolution Authority (CRA) in lieu of a full appropriation is common at the beginning of the Fiscal Year. This causes funding distributions based on the length of the CRA. Care must be taken to monitor funding availability early in the Fiscal Year. Emergent funding requirements outside of normal distributions can be supported on a case-by-case basis.

(2) Mid-year review of budget execution and remaining requirements will be conducted

by HQ ESGR following receipt of second quarter Status of Funds Reports and PEPRS from the USPFO and PST, respectively. Funding from under-executed SC budgets, absent sufficient, specific planned requirements within an SC for the remainder of the fiscal year, may be reprogrammed to support emergent or previously unfunded requirements from other SC or HQ ESGR. Mid-year distribution of remaining fiscal year FAD funding will occur by April 30.

(3) The early submission of UFRs is encouraged at anytime during the fiscal year when a requirement is identified and funding is not available for that requirement. However, the normal process for UFR review and assessment for reprogramming of funds is the mid-year review process. After the mid-year review, UFRs will be accepted for review and assessment of available funding support until July 1 (start of the 4th Quarter). After July 1, UFRs for the current fiscal year will be returned without action unless a funding emergency can be documented.

(4) Year-end close-out of ESGR fiscal year accounts requires USPFOs to return all unobligated funds to HQ ESGR, via NGB, by August 15 each year. Therefore, anticipated expenditures for August 15 - September 30 should be committed AND obligated at the local USPFO prior to August 15 each year.

(5) A MIPR is used to obtain goods and services for ESGR via another government agency. Should a MIPR be required, the Deputy Director, Resources will coordinate the processing for certification and obligation of funds.

(6) In order to maintain visibility and accountability of SC funds, USPFO Program Managers should not MIPR funds between SCs. A FAD transfer should be used.

2. POLICY.

a. SC will plan and execute events and incur expenses in accordance with HQ ESGR approved Budget Plans. Expenses should be incurred only when they are in the best interest of the Government and consistent with the ESGR Strategic Plan.

b. HQ ESGR approved Budget Plans do NOT in themselves grant authority to conduct an event or expend government funds to support an event or other expenses. Advance approval is required for ORF events, Non-ORF events, travel, and other obligations of government resources. Requests for expenditure of SC funds must be submitted well in advance of the activity/event and with sufficient detail to allow review and approval by higher authority, as provided in this Instruction. This approval must be obtained prior to the local USPFO obligating or disbursing funds.

3. BUDGET RESPONSIBILITIES.

a. HQ ESGR Finance. HQ ESGR Finance shall:

(1) Promulgate annual financial guidance by February 28 each year for Budget Plan development. This will include strategic planning guidance, Committee budget allocation

amounts for the following fiscal year, reporting requirements, and special interest items.

(2) Provide RDDs with initial budget controls for the subsequent fiscal year for the purpose of sub-allocating budget control amounts to the Committees for Budget Plan development.

(3) Obtain final HQ ESGR approval of the Budget Plan by June 30 each year.

(4) Conduct a mid-year review of PEPRS along with the RDDs and make appropriate budget adjustments as described in paragraph 1.b. (2), above.

(5) Conduct year-end close-out of HQ ESGR fiscal year accounts by coordinating with NGB/USPFO to return all unobligated funds to HQ ESGR by August 15 each year, per paragraph 1.b.(4), above.

(6) Coordinate with NGB and DHRA the funding distributions to the USPFO and year-end close-out.

b. RDD. RDD shall

(1) By February 28 each year, provide SC Chairs with HQ ESGR approved fiscal guidance and budget control allocation amounts for the subsequent fiscal year to support Committee Budget Plan development, as provided by HQ ESGR Finance.

(2) Review proposed Budget Plans and coordinate any necessary adjustments with the SC Chair (or designated representative) prior to forwarding the plan for final HQ ESGR approval. Review any UFRs from the SCs.

(3) Monitor budget execution via PEPRS.

c. SC Chair. SC Chair shall

(1) Develop and submit a Budget Plan for the next fiscal year to the RDD by May 31 each year ensuring the Plan adheres to the budget control allocation total amount and follows designated sub-allocation percentages for Committee Operations, Military Outreach, and Employer Outreach.

(2) Execute the Budget Plan and document progress in PEPRS.

(3) Work closely with volunteers, support staff and the RDD to ensure actual spending follows the Budget Plans and HQ guidance.

(4) Provide documentation to the RDD to request changes to approved Budget Plans for the following reasons:

(a) Budget Plan change requests are required when a proposed change would cause

the total funding category sub-allocation percentage to no longer be in compliance with fiscal directives for allocations percentages.

(b) Budget Plan change requests are not required for quarter to quarter adjustments of when the events occur. Director, OPS and Director, Resources will coordinate Budget Plan changes with the HQ ESGR ED/DED who have final approval authority for Budget Plan modifications.

d. USPFO. USPFO shall receive and administer Committee funds in accordance with the Interagency Support Agreement (ISA) reference (n) and this Instruction.

ENCLOSURE 8

REPORTING REQUIREMENTS

1. POLICY. ESGR is committed to the timeliness and accuracy of routine, reoccurring reporting as it is a direct reflection on the integrity, professionalism and credibility of an organization. The key to success is thorough advance planning, timely submission of event requests, professional event execution, and detailed budget accounting. Accountability in all facets of mission execution is paramount. The potential for misuse of appropriated funds in the execution of the ESGR mission necessitate strict controls throughout the approval, execution, reporting, and record keeping processes. In support of this policy of integrity, professionalism, and credibility, the following reports and local record keeping are required:

- a. Planning, Execution, and Performance Reporting System (PEPRS)
- b. Status of Funds Report – Quarterly and Year-End Close-Out
- c. Consolidated Quarterly Status of Funds and Execution Report
- d. Gift Logs
- e. HQ ESGR Quarterly Finance Report of Committee Budget Execution

2. REPORT PROCEDURES

- a. Quarterly PEPRS Report.

(1) The PST will submit PEPRS Reports to the RDD not later than the 5th working day of the month following the end of each quarter.

(2) RDDs will review the PEPRS Report and inform Finance when they are complete and finalized, not later than (NLT) the 15th of the month in which the report is received.

- b. Status of Funds Report.

(1) The USPFO Status of Funds report provides current database information for total O&M amounts.

(2) In accordance with the NGB/ESGR ISA, the USPFO is responsible for certifying the Status of Funds report to NGB. NGB will submit, or otherwise make available electronically, a consolidated USPFO certified Status of Funds report, broken out by local USPFO, to HQ ESGR Finance by the 15th day of the month following each quarter.

(3) The PST will obtain end of quarter Status of Funds data from the local USPFO and ensure the state budget reconciles PEPRS with Status of Funds data.

(4) Consistent with year-end close-out procedures described in Enclosure 7, paragraph 1.b.(4), local USPFO will submit, or otherwise make available electronically, annually to HQ ESGR via NGB, by August 15, the current Status of Funds Report. Committee funds not obligated by August 15 will be returned to HQ ESGR, via NGB, concurrently with the August 15 Status of Funds submission.

(5) Local USPFOs will submit annually a final year-end close-out report to NGB, which will then be provided to HQ ESGR by October 15.

c. Consolidated Quarterly Status of Funds and PEPRS Reports. HQ ESGR Finance will reconcile the quarterly NGB consolidated Status of Funds report and PEPRS Reports and submit to OASD(RA) Resources a consolidated quarterly Committee Report not later than 31 days following the close of each fiscal quarter. The reconciliation will include balances remaining and planned versus executed obligations (cumulative by quarter), by SC.

d. Gift Log. SC Chairs, as supported by the PST, shall maintain a gift log to record the distribution of gifts funded by the SC budget. Gift logs shall be maintained for audit purposes at the local level finance office.

e. HQ ESGR Quarterly Finance Report. HQ ESGR Finance will report quarterly to OASD(RA) Resources the status of State Committee budget execution, by ORF and Non-ORF. Initial allocations between these two accounts may require internal shifting of Committee funds between accounts to support revised cost estimates during execution. The authority to transfer the funds remains with HQ ESGR.

*List Fulfillment items on Gifts-Awards-Supplies Tab.

f. Supplies/Other (gifts, film, picture frames, bottled water etc.)	=	<u>\$50.00</u>
g. Room rental	=	<u>\$100.00</u>
h. Equipment, bus rental	=	<u>\$120.00</u>
i. Advertising costs	=	<u>\$0.00</u>
Total Event Cost	=	<u>\$1,864.06</u>

3. Local funding is available at the State USPFO office; travel orders/vouchers and local contracting, as necessary, will be processed at the State USPFO and/or associated travel support office. Local USPFOs will only obligate government funds after receiving final approval as indicated on the signature approval line at the bottom of this request.

4. Please direct any questions or requests for information to (Name) at (Telephone) or e-mail address: (e-mail). USPFO Finance Office POC is (Name) at (Telephone) or e-mail address: (e-mail).

(Name)
(State) Chair

Enclosures:

- (1) Agenda for Event
- (2) List of Invited Attendees/Guests
- (3) Details on gifts, awards, supplies, etc.. Supporting justification/data/cost details.

APPROVALS:

HQ ESGR RDD Approval: _____

HQ ESGR OPS Approval: _____

HQ ESGR Director/Resources Approval: _____

HQ ESGR ED/DED Approval: _____

HQ ESGR NOP/PA Approval: _____
(if advertising is necessary)

1-Mar-2011

MEMORANDUM FOR: HQ ESGR

FROM: Kentucky

1. Request **ORF** funding approval for the following event.

Enclosures: (1) Agenda for the Event; (2) List of invited guests/attendees; (3) Cost estimate for supplies and awards

Event Name: Bosslift to Fort Knox

Event Date: 25 May 2011

Facility/Location: Fort Knox, KY

Description: Boss lift of key employers to observe National Guard units from Kentucky training at Fort Knox

2. Estimated **ORF** costs for this event:

(List **employer** costs associated with event)

a. Lodging (for EMPLOYERS):				=	<u>\$984.00</u>
(1) Local lodging per diem rate:	<u>\$120.00</u>				
	\$110.00	x	8	=	<u>\$880.00</u>
(2) Lodging/Hotel tax & fees (if applicable)			\$13.00	=	<u>\$104.00</u>
b. Per Diem costs - M&IE rate:	<u>\$51.00</u>			=	<u>\$76.50</u>
Travel	1	x	2	x	\$38.25 = <u>\$76.50</u>
Full Day		x		x	\$51.00 = <u>\$0.00</u>
PMR day		x		x	<u>\$35.00</u> = <u>\$0.00</u>
c. Contracted meals provided (for EMPLOYERS):				=	<u>\$206.50</u>
(1) Meal rates:	Breakfast \$10.20	Lunch \$15.30	Dinner \$25.50		
Breakfast		x		x	
Lunch		x		x	
Dinner	7	x	1	x	\$25.00 = <u>\$175.00</u>
(2) Gratuity % for meals			18%	=	<u>\$31.50</u>
d. Travel - Employers (mileage, air, etc.)				=	<u>\$178.50</u>
	350	miles x	\$0.510	=	\$178.50
		flights x		=	\$0.00

e. *Fulfillment items to include Awards *List Fulfillment items on Gifts-Awards-Supplies Tab.	=	<u>\$30.00</u>
f. Supplies/Other (gifts, film, picture frames, bottled water etc.)	=	<u>\$50.00</u>
g. Room rental	=	<u>\$0.00</u>
h. Equipment, bus rental	=	<u>\$0.00</u>
i. Advertising costs	=	<u>\$0.00</u>
Total Event Cost	=	<u>\$1,525.50</u>

3. Local funding is available at the State USPFO office; travel orders/vouchers and local contracting, as necessary, will be processed at the State USPFO and/or associated travel support office. Local USPFOs will only obligate government funds after receiving final approval as indicated on the signature approval line at the bottom of this request.

4. Please direct any questions or requests for information to (Name) at (Telephone) or e-mail address: (e-mail). USPFO Finance Office POC is (Name) at (Telephone) or e-mail address: (e-mail).

(Name)
(State) Chair

Enclosures:

- (1) Agenda for Event
- (2) List of Invited Attendees/Guests
- (3) Details on gifts, awards, supplies, etc.. Supporting justification/data/cost details.

APPROVALS:

HQ ESGR RDD Approval: _____

HQ ESGR OPS Approval: _____

HQ ESGR Director/Resources Approval: _____

HQ ESGR ED/DED Approval: _____

HQ ESGR NOP/PA Approval: _____
(if advertising is necessary)

1-Mar-2011

MEMORANDUM FOR: HQ ESGR

FROM: Ohio

1. Request ORF funding approval for the following event.

Enclosures: (1) Agenda for the Event; (2) List of invited guests/attendees; (3) Cost estimate for supplies and awards

Event Name: Annual Employer Awards and Vol Tng (APAC)

Event Date: 23-25 May 2011

Facility/Location: Cleveland, OH

Description: Volunteer training with start on May 23 for Ombudsman and then all volunteers will have training on May 24 and morning of May 25. Employer awards banquet will be evening of May 24.

2. Estimated NON-ORF costs for this event: (List committee costs associated with event)

a. Lodging (for COMMITTEE MEMBERS):				=	<u>\$2,706.00</u>
(1) Local lodging per diem rate:		<u>\$120.00</u>			
	\$110.00	x	22	=	<u>\$2,420.00</u>
(2) Lodging/Hotel tax & fees (if applicable)		\$13.00		=	<u>\$286.00</u>
b. Per Diem costs - M&IE rate:		<u>\$51.00</u>		=	<u>\$994.50</u>
Travel	11	x	2	x	\$38.25 = <u>\$841.50</u>
Full Day	3	x	1	x	\$51.00 = <u>\$153.00</u>
PMR day		x		x	<u>\$35.00</u> = <u>\$0.00</u>
c. Contracted meals provided (for COMMITTEE portion):				=	<u>\$2,097.45</u>
(1) Meal rates:	Breakfast \$10.20	Lunch \$15.30	Dinner \$25.50		
Breakfast	45	x	1	x	\$10.00 = <u>\$450.00</u>
Lunch	45	x	2	x	\$14.75 = <u>\$1,327.50</u>
Dinner		x		x	= <u>\$0.00</u>
(2) Gratuity % for meals			18%	=	<u>\$319.95</u>
d. Travel - Committee members(mileage, air, etc.)				=	<u>\$178.50</u>
	350	miles x	\$0.510	=	<u>\$178.50</u>
		flights x		=	<u>\$0.00</u>
e. *Fulfillment items to include Awards				=	<u>\$400.00</u>

*List Fulfillment items on Gifts-Awards-Supplies Tab.

f. Supplies/Other (gifts, film, picture frames, bottled water etc.)	=	<u>\$0.00</u>
g. Room rental	=	<u>\$250.00</u>
h. Equipment, bus rental	=	<u>\$150.00</u>
i. Advertising costs	=	<u>\$0.00</u>
Total NON-ORF Cost	=	<u>\$6,776.45</u>

3. Estimated ORF costs for this event: (List **employer** costs associated with event)

a. Lodging (for EMPLOYERS): = \$123.00

(1) Local lodging per diem rate: \$120.00
 \$110.00 x 1 = \$110.00

(2) Lodging/Hotel tax & fees (if applicable) \$13.00 = \$13.00

b. Per Diem costs - M&IE rate: \$51.00 = \$38.25

Travel 1 x 1 x \$38.25 = \$38.25

Full Day x x \$51.00 = \$0.00

PMR day x x \$35.00 = \$0.00

c. Contracted meals provided (for EMPLOYERS): = \$2,507.50

(1) Meal rates: Breakfast \$10.20 Lunch \$15.30 Dinner \$25.50

Breakfast x x = \$0.00

Lunch x x = \$0.00

Dinner 85 x 1 x \$25.00 = \$2,125.00

(2) Gratuity % for meals 18% = \$382.50

d. Travel - Employers (mileage, air, etc.) = \$0.00

x miles x \$0.510 = \$0.00

x flights x = \$0.00

e. *Fulfillment items to include Awards = \$1,850.00

*List Fulfillment items on Gifts-Awards-Supplies Tab.

f. Supplies/Other (gifts, film, picture frames, bottled water etc.) = \$0.00

g. Room rental = \$500.00

h. Equipment, bus rental = \$150.00

i. Advertising costs	=	<u>\$0.00</u>
Total ORF Cost	=	<u>\$5,168.75</u>
Total NON-ORF Cost (from above)	=	<u>\$6,776.45</u>
Total Event Cost		\$11,945.20

4. Local funding is available at the State USPFO office; travel orders/vouchers and local contracting, as necessary, will be processed at the State USPFO and/or associated travel support office. Local USPFOs will only obligate government funds after receiving final approval as indicated on the signature approval line at the bottom of this request.

5. Please direct any questions or requests for information to (Name) at (Telephone) or e-mail address: (e-mail). USPFO Finance Office POC is (Name) at (Telephone) or e-mail address: (e-mail).

(Name)
(State) Chair

Enclosures:

- (1) Agenda for Event
- (2) List of Invited Attendees/Guests
- (3) Details on gifts, awards, supplies, etc.. Supporting justification/data/cost details.

APPROVALS:

HQ ESGR RDD Approval: _____

HQ ESGR OPS Approval: _____

HQ ESGR Director/Resources Approval: _____

HQ ESGR ED/DED Approval: _____

HQ ESGR NOP/PA Approval: _____
(if advertising is necessary)

SC Name

Planning, Execution, and Performance Reporting System (PEPRS) Annual Spending Plan **FY 2012**

SUMMARY

INIT. BUDGET	\$65,000
Description	ADDITIONS
Description	
Description	
Description	
Description	
FY CUM. BUDGET	\$65,000

FY PLAN	\$65,000	TGT
BY FUNCTION		
EO	36,000	55% >50%
MO	10,000	15% >15%
TO	19,000	29% <30%
BY QTR		
	11,500 33,400 11,000 9,100	
	18% 51% 17% 14%	

MILITARY OUTREACH	Q1	Q2	Q3	Q4
TOT	2,500	2,500	2,500	2,500
UNSPECIFIED				
Military Unit Briefings	500	500	500	500
Mobilization/Demobilization Support	1,500	1,500	1,500	1,500
General Volunteer MO Travel Expenses	500	500	500	500

EMPLOYER OUTREACH	Q1	Q2	Q3	Q4
TOT	7,500	23,400	2,000	3,100
UNSPECIFIED				
Employer Recognition Events		15,000		
Multi-Day Bosslift	7,000	7,000		
In-State/1-Day Bosslifts			1,500	1,500
Tradeshow/Conference Activity (Booth)		900		1,100
General Volunteer EO Travel Expenses	500	500	500	500

TRAINING & OPS	Q1	Q2	Q3	Q4
TOT	1,500	7,500	6,500	3,500
UNSPECIFIED				
Volunteer Training Activities		2,000	5,000	2,000
Consumable Supplies/Services	1,200	1,200	1,200	1,200
FC Leadership Meetings	300	300	300	300
Volunteer Recognition Events		4,000		

GLOSSARY

ABBREVIATIONS AND ACRONYMS

ADT	Active Duty for Training
AGR	Active Guard/Reserve
AMC	Air Mobility Command
ARDD	Assistant Regional Deputy Director
ASD(RA)	Assistant Secretary of Defense for Reserve Affairs
AST	Administrative Support Technician
BWB	Briefing with the Boss
CEO	Civilian Employer Orientation
CML	Commercial
CTO	Commercial Travel Office
DED	Deputy Executive Director
DFAS	Defense Finance and Accounting Service
DHRA	Defense Human Resources Activity
DLA	Defense Logistics Agency
DoD	Department of Defense
DSN	Defense Switched Network
DTS	Defense Travel System
ED	Executive Director
EFT	Electronics Fund Transfer
EIP	Employment Initiatives Program
ESGR	Employer Support of the Guard and Reserve
FAD	Funding Authorization Document
FMS	Financial Management Service
GPC	Government Purchase Card
HQ ESGR	Headquarters Employer Support of the Guard and Reserve
IDT	Inactive Duty for Training
ISA	Interagency Support Agreement
ITO	Invitational Travel Order
JFTR	Joint Federal Travel Regulation
MIPR	Military Interdepartmental Purchase Request
MOB/DEMOB	Mobilization/Demobilization

NCOIC	Noncommissioned Officer in Charge
NGB	National Guard Bureau
O&M	Operations and Maintenance
ORF	Official Representation Fund
OASD(RA)	Office of the Assistant Secretary of Defense for Reserve Affairs
PEPRS	Planning, Execution, and Performance Reporting System
POC	Point of Contact
POC	Privately Owned Conveyance
PST	Program Support Technician
RC	Reserve component
RDD	Regional Deputy Director
RFO	Request for Order
SC	State Committee
SoS	Statement of Support
TDY	Temporary Duty
UFR	UnFunded Requirement
USD/P&R	Under Secretary of Defense for Personnel and Readiness
USPFO	United States Property and Fiscal Office(s)
YRRP	Yellow Ribbon Reintegration Program