

# National Committee for Employer Support of the Guard and Reserve INSTRUCTION

NUMBER 7000.2  
October 1, 2008

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Resources

SUBJECT: NCESGR Finance Operating Procedures for Headquarters Support

References: See Enclosure 1.

1. PURPOSE. This Instruction:

a. Establishes the policies and procedures to control the use of and prevent fraud, waste, and abuse of appropriated funds and ensure that the rules and regulations in ASD RA Directive Type Memorandum; USC § 2241 paragraph c; Department of Defense (DoD) Financial Management Regulation Volume 9; Joint Federal Travel Regulations (JFTR) Volume 1; and Joint Travel Regulations (JTR) Volume 2 (References (a) through (e)) are followed in the expenditure of funds in support of the NCESGR mission as specified in DoD Directive 1250.1 (Reference (f)) and DoD Instruction 1205.22 (Reference (g)).

b. Delegates the authority to approve TDY travel.

c. Prescribes the procedures for the supervisory review of travel vouchers.

d. Defines orders requesting officials, orders approving officials, and orders authorizing officials responsible for controlling TDY travel.

e. Provides information on TDY travel to include the preparation of TDY travel orders and travel settlement vouchers.

f. Provides instructions for completing SF 1034, "Public Voucher for Purchases and Services Other Than Personal."

g. Provides instructions for completing SF 1164, "Claim for Reimbursement for Expenditures on Official Business."

h. Provides instruction on completing DD 448, "Military Interdepartmental Purchase Requests."

i. Provides instruction on processing routine supply requests and postage requests.

2. APPLICABILITY. This Instruction applies to all individuals assigned to NCESGR.

3. RESPONSIBILITIES. See Enclosure 2.
4. PROCEDURES. Enclosures 3 through 13 provide detailed instructions on implementing financial management procedures throughout the organization.
5. RELEASABILITY, UNLIMITED. This Instruction is approved for public release. Copies may be obtained through the Internet from the ESGR Web site at <https://www.esgrnet.com/Library/library.asp?area=ESGRInstructions>.
6. EFFECTIVE DATE. This Instruction is effective immediately.



L. Gordon Sumner, Jr. Ph.D.  
Executive Director

Enclosures

1. References
  2. Responsibilities
  3. General Instructions for the use of NCESGR Funds for Official Reception, Representation, and Advertising Activities and Materials
  4. Requesting Travel Orders
  5. Filing Travel Vouchers DD Form 1351-2
  6. Public Voucher for Purchases and Services Other than Personal SF 1034
  7. Military Interdepartmental Purchase Requests (MIPRs)
  8. Supply Requests
  9. Reconciliations
  10. Official Representation Fund Reporting
  11. Government Purchase Card
- Glossary

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ENCLOSURE 1

REFERENCES

- (a) ASD RA Directive Type Memorandum, "Expenditure of NCESGR Operations and Maintenance (O&M) Funds for Official Reception, Representation, and Advertising Activities and Materials", 30 March 2007
- (b) USC § 2241 paragraph c, "Expenditure of NCESGR O&M Funds for Official Reception, Representation, and Advertising Activities and Materials"
- (c) Department of Defense (DoD) Financial Management Regulation Volume 9
- (d) Joint Federal Travel Regulations (JFTR) Volume 1
- (e) Joint Travel Regulations (JTR) Volume 2
- (f) DoD Directive 1250.1, National Committee for Employer Support of the Guard and Reserve, April 13, 2004
- (g) DoD Instruction 1205.22, Employer Support of the Guard and Reserve, March 17, 1997
- (h) DoD Directive 7250.13, Official Representation Funds (ORF), February 17, 2004
- (i) NCESGR Instruction 7000.1, "Field Committee Operations", October 1, 2008
- (j) Federal Acquisition Regulations
- (k) Defense Logistics Agency (DLA) One Book, Government Purchase Card (GPC SOP), 29 October 2004

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD/P&R).

USD/P&R shall approve NCESGR's overall budget. Expenditures for NCESGR's annual Secretary of Defense Freedom Awards banquet and all other representational, reception, or advertising expenditures in excess of \$25,000 total cost also requires USD/P&R approval as detailed in Reference (a).

2. OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE FOR RESERVE AFFAIRS (OASD/RA). OASD/RA shall:

a. Approve expenditures of NCESGR O&M funds for ORF-like and advertising purposes not to exceed \$25,000 per event.

b. May authorize the use of NCESGR O&M funds for ORF-like and advertising purposes not specifically covered by the Directive or this Instruction, provided that such use is consistent with the general policies and guidelines set forth and the mission of NCESGR.

c. The NCESGR Executive Director/Deputy Executive Director shall approve expenditures of NCESGR O&M funds for the ORF-like and advertising purposes not to exceed \$15,000 per event in accordance with Reference (a).

3. TRAVEL APPROVING OFFICIAL. The travel approving official will be the traveler's supervisor or other person who has full knowledge of the purpose and requirement for travel. The travel approving official shall not be the same person traveling. The travel-approving official shall:

a. Ensure all travel requests are based on essential mission or training needs of the organization.

b. Consider alternatives (e.g., correspondence, local training, video teleconferencing, telephone, etc.) before approving travel.

c. Request only the minimum number of travelers warranted by the mission.

d. Submit requests as early as possible, but not later than 10 duty days prior to scheduled departure to allow time for processing.

e. Ensure adequate justification is available before requesting rental car entitlement or any additional special requirements and authorizations. Consideration must be given to public transportation to determine the most economical means of transportation in and around the TDY location.

- f. Ensure military travelers maximize the use of government quarters when available.
- g. Perform reviews of travel claims when directed by the travel-approving official.
- h. Direct the traveler to submit a travel voucher (DD Form 1351-2) within 5 calendar days of TDY travel completion.
- i. Assist the traveler, as necessary, in preparing the travel voucher and ensuring it is forwarded to the NCESGR Finance Office.
- j. Consider less costly alternatives, such as written correspondence, video teleconferencing, local training, or use of the telephone before approving the travel request.
- k. Ensure adequate justification is available before approving rental car entitlement and ensure all other special requirements and authorizations on the orders are justified.

4. FUND CERTIFYING OFFICERS. The NCESGR Deputy Director of Resources, Finance shall certify the availability of funds. DTS will assign accounting classification codes in accordance with the Standard Document Number system and obligate funds through the Defense Logistics Agency for travel orders based on estimated amounts shown on the DD Form 1610 for military and civilian personnel.

5. NCESGR FINANCE. NCESGR Finance shall:

- a. Promulgate annual financial guidance by February 28 each year for Committee Budget Plan development. This will include strategic planning guidance, Budget Plan format, Committee budget allocation amounts for the following fiscal year, reporting requirements, and special interest items.
- b. Provide the 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.
- c. Obtain final OSD-level approval of the Budget Plans by June 30 each year.
- d. Conduct a mid-year review of Committee Budget Plan & Execution Reports, and make appropriate budget adjustments as described in NCESGR Instruction 7000.1 [[click here](#)].
- e. Conduct year-end close-out of NCESGR fiscal year accounts by coordinating with NGB/USPFOs to return all unobligated funds to NCESGR by August 15 each year, per NCESGR Instruction 7000.1.
- f. Coordinate with NGB, DLA, and DHRA the funding distributions to the USPFOs and year-end close-out.

g. Transfer Committee support funding utilizing Funding Authorization Documents (FADs) from NCESGR HQ to the individual USPFOs, accomplished via the NGB headquarters. Based upon the approved Budget Plan amount for a given fiscal year, 75 percent of that amount will be distributed to the USPFO at the beginning of the fiscal year as soon as funds are available. The remaining 25 percent of the Committee's approved Budget Plan amount will be distributed following mid-year review of budget execution and remaining requirements, with adjustments made as appropriate.

h. Distribute FADs to USPFOs for Committee funding on or about October 1 and April 30. Emergent funding requirements outside of these dates can be supported on a case-by-case basis. Year-end close-out of NCESGR fiscal year accounts requires USPFOs to return all unobligated funds to NCESGR, 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.

i. Coordinate a mid-year review of budget execution and remaining requirements with NCESGR HQ following receipt of second quarter Status of Funds Reports and Budget Plan & Execution Reports from the USPFOs and PSSs, respectively (due to NCESGR HQ April 15) . Funding from under-executed Committee budgets, absent sufficient, specific planned requirements within that Committee for the remainder of the fiscal year, may be reprogrammed to support emergent or previously unfunded requirements from other Committees or NCESGR. Mid-year distribution of remaining fiscal year FAD funding will occur by April 30.

6. TRAVELERS. Travelers shall:

a. Submit a travel voucher to his/her approving official within 5 calendar days after completion of travel.

b. Provide itemized receipts for lodging (commercial and /or military facilities) costs, rental cars, conference/registration fees, and all reimbursable expenses \$75.00 and above are required to be submitted with the settlement voucher. Lodging and rental car receipts are required regardless of cost and must show a zero balance amount.

c. Use the Government Travel Card to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cards, meals and other incidental expenses.

d. Complete the Constructive Travel Worksheet when prompted by the Pre-Audit Portal in DTS. Constructed travel involves the need to limit a traveler's reimbursement when travel is completed using a transportation mode not authorized/approved by the AO. It also includes cases when the AO "Approves as Limited", allowing an alternate transportation mode, but limiting reimbursement to what it would have cost if travel had been completed using commercial air.

e. List Deductible meals. The traveler shall enter the date and number of meals consumed. An example of a deductible meal is when a MIPR is coordinated through NCESGR Finance that pays for lodging and a dinner meal at an annual conference. The dinner meal is claimed as a

deductible meal. Do not include meals furnished by airlines. Deductible meals are meals consumed by the traveler that was paid for by the government and not by the traveler.

f. Statement of non-availability. For situations when a traveler is ordered to a military installation and no military lodging facilities are available, the traveler must make prior coordination to obtain a Non-Availability Control Number from TDY site and indicate the Control Number on the voucher if not stated in the travel order.

g. Provide official service leave form if leave was taken during TDY period.

7. SUPERVISOR. The supervisor shall:

a. Conduct a review of the travel voucher prior to its submission.

(1) The claim is presented on an original travel voucher with an original signature and date. The voucher may be computer generated, typed or printed with black ink.

(2) Administrative data on the voucher matches the order.

(3) Advance and partial payments are indicated in the appropriate block or the statement "NONE".

(4) If required, statements of non-availability are attached or the traveler has indicated a Non-Availability Control Number.

(5) The claim is reasonable and consistent with the mission and claims for reimbursement are authorized on the DD Form 1610.

(6) The authorized and used rental car was appropriate to the mission and the number of travelers.

(a) The rental car cost was the lowest available to the Government.

(b) The rental car was refueled by the most economical means (not allowing the rental car company to refuel the vehicle).

b. Ensure the traveler did not use more days than necessary to perform the mission or request reimbursement for expenses incurred solely for personal convenience or pleasure.

(1) A receipt supports all individual claim items of \$75 or more. Lodging costs, rental car, and conference/registration fees must be supported by receipts regardless of amount.

(2) Ensure the traveler has placed an "X" in Block 16 as either "owner/operate" or "passenger" as appropriate if a privately owned conveyance was utilized.

c. Sign and date in blocks 20c and 20d. and not use block 21a on the DD Form 1351-2 for his or her signature.

d. Once the supervisory review is complete and the authorized representative has signed in block 20c, forward the settlement voucher to the NCESGR Finance Office to continue processing the settlement.

ENCLOSURE 3

GENERAL INSTRUCTIONS FOR THE USE OF NCESGR FUNDS FOR OFFICIAL RECEPTION, REPRESENTATION, AND ADVERTISING ACTIVITIES AND MATERIALS

1. TRAVEL.

a. Defense Finance Accounting Service (DFAS) processing time for claims. DFAS processing time in Defense Travel System (DTS) is three (3) business day. This time period begins once the Authorizing Official approves the voucher in DTS. DFAS processing time for SF 1034s is 30 business days. This time period begins once DFAS receives the settlement. Any coordination necessary to provide a complete approved settlement to DFAS delays the submission of the settlement for processing.

b. In accordance with the Debt Collection Improvement Act of 1996, all federal government payments must be made electronically to the traveler's bank account. The direct deposit information must be completed in order to build your traveler's profile in DTS. You will not need to resubmit this information, once it's been entered into DTS. For changes in your Direct Deposit information, contact NCESGR Defense Travel Administrator (DTA) Direct Deposit is available to all travelers utilizing the DD Form 2762 [[click here](#)] or FMS 2231 [[click here](#)]. All Military Employees must be on Direct Deposit.

c. Mailing address change. Staff should contact the NCESGR DTA to change their mailing address, if have moved to another address since they submitted their travel claim.

d. Canceling orders. Travelers are responsible for providing written verification to the NCESGR Finance Office that a travel order is being cancelled. This written verification is required in order for the Finance Office to coordinate for de-obligation of the funds associated with the travel.

e. Airline Tickets. Military and DoD civilian personnel who are assigned to NCESGR are required to obtain airline tickets through Carlson Wagonlit. Travelers are required to use the City Pairs Program when available. In addition to the tremendous price savings, the Airline City Pair Program has many features which allow government travelers all the flexibility possible in planning official travel. The benefits of this service include:

- (1) Fares priced on one-way routes permitting agencies to plan multiple destinations
- (2) No advance purchase required
- (3) No minimum or maximum length stay required
- (4) Tickets fully refundable
- (5) Last seat availability

- (6) No blackout periods
- (7) Stable prices enabling travel budgeting
- (8) Dual fares availability

2. SUPPLIES.

a. Presenting awards: In accordance with DoD Directive 7250.13 (Reference (h)) observe DoD thresholds Funds used to purchase national level awards. Awards to be presented at a DOD-sponsored event (Freedom Award, Roche Award) shall not exceed the amount cited in \$285.00. Committee Chair Awards (Spirit of Volunteerism Award, Lifetime Achievement Award, Pro Patria Award) shall not exceed \$175.00. All other awards recognizing supportive employers, business or community leaders shall not exceed \$75 per award. Awards to NCESGR Committee members, volunteers, and DoD employees, to include contract personnel, shall not exceed \$40.00 per award.

b. Providing clothing to National NCESGR employees. NCESGR Operations and Maintenance (O&M) funds may not be expended on gifts to DoD employees. However, to facilitate recognition at official functions, Headquarters employees may be provided up to two articles of clothing per fiscal year to wear at official functions. The cost of the two items combined may not exceed \$60.00.

c. Holiday or greeting cards. By regulation, you cannot purchase holiday or greeting cards with Federal money.

d. Ordering Fulfillment items. Staff should utilize contracted services for fulfillment items via the Contracting Officers Representative (COR) for this contract.

3. EVENTS.

a. The following section addresses the use of NCESGR O&M funds for Receptions:

(1) ESGR may hold receptions and invite Federal, State/Territory/District, and local dignitaries and officials such as members and professional staff of Congress, governors of State/Territory/Districts, mayors of cities and other distinguished or prominent citizens who have made a substantial contribution to the nation or to the DoD, and members of the news media on appropriate occasions. Funds may be expended to host official receptions, dinners, and similar events for the following purposes per DoD Directive 7250.13 (Reference (h)):

- (a) To recognize employers for their support of the Guard/Reserve.
- (b) To educate and enlist employers' and civic leaders' support of the National Guard and Reserve.
- (c) To heighten public and /or private awareness of NCESGR's mission.

(2) Event requests and records shall document the purpose for which funds were used including names, titles, rank (if applicable) and the organizations of the persons attending. Proposals to invite authorized guests should include the planned itinerary and estimated cost data. Prudent use of funds for these expenditures must be auditable and fit within DoD financial management criteria.

(a) Reasonable expenditures for the reception/meal location, food and /or refreshments may be approved by appropriate authority. Expenditures may not include alcoholic beverages. Normally the cost of the event shall not exceed \$15 per capita for a breakfast type event, excluding gratuity, \$30 per capita for a luncheon or reception, excluding gratuity, or \$60 per capita for a dinner, excluding gratuity.

(b) Normally, meals will not be provided to military members or civilian employees on per diem unless they are a guest speaker. Per Reference (d) and Reference (e), DHRA may make appropriate exceptions.

(c) Per Reference (h) funds shall not be used to pay for the cost of meals or refreshments for U.S. Government employees in connection with routine interagency or intra-agency working meetings.

(3) The guidance in this section does not authorize the expenditure of funds to host individuals or small groups, but is limited to formal receptions of at least 20 non-DoD dignitaries.

b. Advertising activities and materials. Advertising activities and materials, to include outreach programs, will be approved in advance, as necessary per Reference (a), to include review of all financial targets and detailed spending plans of the NCESGR. Reconciliation of the funds called for in the plans will be accomplished quarterly by the NCESGR staff and forwarded to the OSD Reserve Affairs Deputy Assistant Secretary of Defense for Resources. The reconciliation will include balances remaining and planned versus executed obligations (cumulative by quarter), by Committee.

c. Reports for projection and expenditure of funds. NCESGR shall submit a quarterly report of expenditures of NCESGR O&M funds for ORF-like purposes to the OASD/RA Resources office not later than 31 calendar days following the close of each fiscal quarter.

d. Official courtesies to employers. Official courtesies to employers may include the cost of luncheons, dinners, receptions, mementos, and participation expenses at DoD-sponsored events (i.e., events paid for with Federal dollars). Reimbursement requests must include the name, company and title of each person in attendance. Guidelines for ratios of NCESGR representatives (military, DoD civilians, and contractors) to authorized guests should be observed. The required ratios are: In parties of fewer than 30 persons, approximately 20% of invitees expected to attend should be honored or distinguished guests. In parties of 30 or more, a minimum of approximately 50% of invitees should be honored or distinguished guests and members of their party per Reference (h).

4. MISCELLANEOUS REIMBURSEMENTS.

a. Membership fees and dues. Payment of membership fees and dues is not an allowable use of DoD appropriated funds. Therefore, NCESGR can not approve the use of appropriated dollars to pay for memberships in local Chambers of Commerce, Associations, or like organizations. These organizations are all inherently lobbying organizations, using a portion of their dues to lobby Congress for favorable legislation. It is a clear conflict of interest to use Federal dollars for these memberships. NCESGR can use Federal dollars to set up booths at their conferences to disseminate information and to pay for associated conference fees, employer awards (if presented), travel, and meals - but NCESGR cannot “join” them.

b. Renting/purchasing equipment for conferences or meetings. If there is a requirement for audiovisual equipment for a conference or meeting, include it in the negotiated cost of the room or facility. Renting it after the fact, or having to run out and buy it, as an urgent requirement at the time of the conference is very expensive and will NOT be reimbursed. Prior planning is the key.

c. Lodging cost reimbursement. It is inappropriate to claim reimbursement for lodging on a SF Form 1034. There will be no reimbursements for lodging via the SF 1034.

d. Lost receipt form. When it is necessary to provide a lost receipt form in a settlement, the claimant will complete the Statement in Absence of Receipt form to include a justification of how the receipt was lost or why it is not available. An example of the form is provided [[click here](#)]. The claimant will sign the form.

e. Consolidated claims. Staff should consolidate claims for reimbursement for SF 1034s and SF 1164s as much as possible to reduce the volume of transactions processed through NCESGR Finance and OASD/RA. Any consolidated claims that do not total at least \$100 should not be submitted more often than once a month.

ENCLOSURE 4

REQUESTING TRAVEL ORDERS

1. PROCEDURE

a. The traveler completes the Travel Authorization through DTS no later than two weeks prior to the TDY trip providing the following information: start/end date, destination, round trip miles, rental car cost, etc.

b. After completion of authorization, the traveler will sign the authorization in DTS. The Finance office will review the document within 1-2 business days after receipt.

c. The authorization is routed through DTS to the Authorizing Official (AO) for approval. At a minimum, the AO should be reviewing travel itineraries, ensuring proper destinations for the traveler, to include dates and times.

d. Once the orders have been signed by the AO, the traveler has the capability to print out their travel orders.

e. Contractor personnel may not travel on an Invitational Travel Order or a DD Form 1610. Travel for contractor personnel outside their State/Territory/District employment duties shall be claimed through their contractor.

2. POLICY

a. Individuals will conduct travel only when necessary to conduct public business and when such travel is in the best interest of the Government. Individuals conduct travel at Government expense only when officially justified and by those means that meet mission requirements consistent with sound financial management practices.

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 authorizations (e.g., use of privately owned vehicles, rental car, etc.) will be limited to the minimum necessary to accomplish the mission.

d. Individuals traveling on official Government business are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

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

f. Delegation of Authority to sign as the Approving Official. The authority to provide approval for travel orders is delegated to the Approving Official of the Directorate.

ENCLOSURE 5

FILING TRAVEL VOUCHERS DD FORM 1351-2

1. After travel completion the traveler prepares a travel voucher [[click here](#)]. Travel vouchers must be completed and submitted with receipts to the appropriate travel-reviewing official within 5 calendar days of completing the TDY. The travel reviewing officials (order approving official, fund certifying officer, and order authorizing official) will immediately return incomplete, incorrect, or improperly prepared vouchers to the traveler for corrections.

2. Normal processing time for settlements is 10 days after DFAS receives the settlement.

Note: For Continuation of Items 15, 18, & 19, use DD Form 1351-2C “Travel Voucher or Subvoucher” (Continuation Sheet) [[click here](#)]

ENCLOSURE 6

PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL –  
SF 1034

1. US DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION Block –  
Should read: NCESGR, 1555 Wilson Blvd. Ste. 200, Arlington, VA 22209-2405
2. DATE VOUCHER PREPARED Block – Write Month/Day/Year.
3. PAYEE’S NAME AND ADDRESS Block 3 – Write in your complete mailing address in this block and write in your social security number beneath it.
4. DATE OF DELIVERY OF SERVICE Block – Write in Month/Day/Year that the authorized articles or services were purchased.
5. ARTICLES OR SERVICES Block – Enter a detailed description of the authorized products or services.
6. QUANTITY Block – Write in the number of the items purchased.
7. COST Block – Write in the amount of each unit cost.
8. AMOUNT Block – Write in the total amount by multiplying quantity by cost.
9. Add up the amount column and place the total in the total block. Place any taxes on the items in the differences block and write in taxes next to the word differences with the amount to the right. Bring total down to the amount verified block.
10. Forward the SF 1034 to the NCESGR Finance office for approval. The NCESGR Finance Budget Analyst transfers the information to a new SF 1034 with the appropriate accounting information and provides the claim to the Deputy Director of Resources, Finance for approval.
11. The claim is then forwarded to DHRA for funds certification, to DLA for obligation, and finally to DFAS for payment. SF1034’s should be processed within 30 days after DFAS receives the claim.
12. Reviewing representatives at all levels will ensure items claimed for reimbursement are authorized prior to approving the claim and forwarding it for continued processing.

ENCLOSURE 7

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST (MIPR)

1. MIPR are used to obtain goods and services for NCESGR via another government agency.
2. MIPR are generated using a Statement of Work (SOW), Memorandums for Record, and Independent Government Cost Estimates (IGCE). Forward 30 days prior to the event.
3. With in the text of the MFR provide an address to send the MIPR and include a point of contact, phone number, and a fax number. Provide adequate detail to include total cost of the requirement when submitting the SOW substantiated and detailed in the accompanying IGCE. When the SOW is completed, forward to NCESGR Finance office to the attention of the Contracting Specialist for review and staffing. After the SOW is approved, it is used to prepare a MIPR which is sent to Defense Human Resources Activity (DHRA) for tracking purposes and to Defense Logistics Agency (DLA) where the MIPR is certified and sent back to the NCESGR Finance office for distribution.
4. Requests for luncheons, breakfasts, or banquets, or anything that involves food, require a list of attendees, an agenda, and an itinerary within the Event Request, SOW, MFR or IGCE. The list of attendees does not have to be the exact number that will attend, but should be a good estimate. This list must include name, company, position held in company, and whether attendee is an employer, military, or NCESGR Committee member. Use NCESGR Instruction 7000.1 (Reference (i)) for completing the format for Event Request formats and requirements.

ENCLOSURE 8

SUPPLY REQUESTS

1. All supplies needed for staff members will be recorded on the Credit Card Authorization Worksheet [[click here](#)].
2. The Credit Card Authorization Worksheet will then be forwarded to the member's Directorate for approval. Upon approval it is then routed to the Finance Office for approval by the Billing Official or Deputy Director of Resources, Finance.
3. Once the Billing Official or Deputy Director of Resources, Finance have signed, the finance office will record the charges in the locally managed spreadsheets for tracking obligations and forward the requests to the appropriate cardholder for ordering.
4. The cardholder will notify the requestor when the supply items are received and ready for issue to the user.

ENCLOSURE 9

RECONCILIATIONS

1. The NCESGR Finance office conducts reconciliations monthly using the AFIS (Automated Financial Information System) report provided by DHRA in an excel spreadsheet.
2. Any obligation or de-obligations that are needed are annotated on the spreadsheet and sent back to DHRA to forward to DLA for processing.

ENCLOSURE 10

GOVERNMENT PURCHASE CARD

1. The purchase card is the primary method of purchase/payment for over-the-counter or telephone/electronic purchases when the supplies or services are immediately available, a single delivery and payment will be made, and are within micro-purchase dollar limits as denoted in the Federal Acquisition Regulations (Reference (j)).
2. NCESGR manages its GPC program using DLA One Book (Reference (k)).
3. Billing officials (BO) and cardholders (CH) are identified within the organization and submitted through DHRA to DLA for appointment in accordance with the procedures identified in the GPC SOP referenced above.
4. The BO or his/her designated alternate, is the individual who (a) reviews, approves, and certifies the cardholder's monthly statement of purchases charged to the card, (b) serves as liaison with the individuals identified in this section, and (c) is responsible for notifying the Agency/Organization Program Coordinator (A/OPC) when a card is to be cancelled. The BO should be the CH's contracting officer, supervisor, or other higher level official.
5. The CH shall safeguard the purchase card and account number at all times. When the purchase card is not being used, it shall either be carried on the CH's person (in wallet or purse) or secured in a locked container. CH shall not allow anyone to use their GPC or account number.
6. GPC reviews will be conducted quarterly with the BO, CH, Resources Director, and the Deputy Executive Director NCESGR.

GLOSSARY

ABBREVIATIONS AND ACRONYMS

ADT	Active Duty for Training
AGR	Active Guard/Reserve
ASD/RA	Assistant Secretary of Defense for Reserve Affairs
CBA	Centrally Billed Account.
CML	Commercial
CTO	Commercial Travel Office
DBMS	Defense Business Modernization System
DFAS	Defense Finance and Accounting Service
DHRA	Defense Human Resources Activity
DLA	Defense Logistics Agency
DoD	Department of Defense
DSN	Defense Switched Network
EFT	Electronics Fund Transfer
ESGR	Employer Support of the Guard and Reserve
FMS	Financial Management Service
GPC	Government Purchase Card
GTC	Government Travel Card
GTO	Government Travel Office
IBA	Individually Billed Account
IDT	Inactive Duty for Training
IGCE	Independent Government Cost Estimate
IMPAC	International Merchant Purchase Authorization Card
ITO	Invitational Travel Order
JFTR	Joint Federal Travel Regulation
JTR	Joint Travel Regulation
MAC	Military Airlift Command
MIPR	Military Interdepartmental Purchase Request
NCESGR	National Committee for Employer Support of the Guard and Reserve
NCOIC	Noncommissioned Officer in Charge
O&M	Operations and Maintenance
ORF	Official Representation Fund
OSD/RA	Office of the Assistant Secretary of Defense for Reserve Affairs

POC	Point of Contact
POC	Privately Owned Conveyance
RFO	Request for Order
SOP	Standard Operating Procedure
SOW	Statement of Work
SSN	Social Security Number
TDY	Temporary Duty
USD/P&R	Under Secretary of Defense for Personnel and Readiness
USPFO	United States Property and Fiscal Office