



**DEFENSE PERSONNEL AND FAMILY SUPPORT CENTER
DEFENSE HUMAN RESOURCES ACTIVITY
4800 MARK CENTER DRIVE, SUITE 05E22
ALEXANDRIA, VA 22350-4000**

OPERATING INSTRUCTION

SUBJECT: Employer Support of the Guard and Reserve Instruction 7000.1, Financial Procedures for State Committee Support

References: (a) DoD Instruction 1100.21, "Voluntary Services in the Department of Defense"
(b) DoD Instruction 7250.13, "Use of Appropriated Funds for Official Representation Purposes"
(c) ESGR Instruction 1250.10, "Volunteer Management and Training"
(d) ESGR Instruction 1250.31, "Outreach Program"
(e) Joint Travel Regulations, current edition
(f) Memorandum of Agreement between the Defense Human Resources Activity and Army National Guard, May 18, 2005
(h) United States Code, Title 10, Section 2241(c)
(g) United States Code, Title 38, Chapter 43

1. PURPOSE

This instruction assigns responsibilities and prescribes procedures for: fiscal accountability, management, and execution of Employer Support of the Guard and Reserve (ESGR) program funds.

2. APPLICABILITY

This instruction applies to Headquarters (HQ) ESGR, ESGR Volunteers, and ESGR contracted personnel (Volunteer Support Technician (VST)).

3. DEFINITIONS

- 3.1. Annual Spend Plan: a budget submitted by each State Committee projecting events and their associated cost for the upcoming fiscal year.
- 3.2. EventPLUS: an application that provides full cycle event management, training, business process automation, and reporting. EventPLUS collects accurate attendance data from ESGR events for all State Committees and service components as appropriate. EventPlus is the primary suite of tools used by ESGR staff, contractors, and volunteers to manage ESGR events and activities.
- 3.3. Official Representation Funds (ORF): Certain operations and maintenance funds provided to ESGR that may be used for official reception, representation, and advertising activities in accordance with Section 2241(c) of Title 10, United States Code (U.S.C.) to further employer commitments. Expenditure of these funds will generally follow the policy in DoDI 7250.13 for how funds can be used (unless

otherwise provided in this instruction) even though ESGR ORFs are not emergency and extraordinary expense funds provided under Section 127 of Title 10 U.S.C.

- 3.4. Status of Funds: the Status of Funds report provides current database information from the General Fund Enterprise Business System for total operation and maintenance amounts.
- 3.5. United States Property and Fiscal Officer (USPFO): the Army National Guard (ARNG) USPFO is the primary focal point for Federal funds and property allotted to the respective state. The mission of the USPFO is to receive and account for all funds and property of the United States Government in the possession of the National Guard of the respective State or Territory.

4. GUIDANCE

DoD personnel and ESGR volunteers authorized to expend ESGR funds shall monitor the allocation and execution of ESGR funds to ensure integrity of all expenditures. All ESGR personnel and volunteers will be active in preventing fraud, waste, and abuse. ESGR funds issued to State Committees may not be used to pay for full-time, part-time, or contract personnel for any period of time.

5. ESGR RESPONSIBILITIES

- 5.1. For the purpose of this operating instruction, ESGR is responsible for:
 - 5.1.a. Disseminating the rules and regulations in accordance with all references listed in the Reference section of this instruction.
 - 5.1.b. Providing guidance for the administration and execution of ESGR funds transferred to the ARNG USPFO, in accordance with the Memorandum of Agreement (MOA) between the Defense Human Resources Activity and NGB.
 - 5.1.c. Providing procedures and assigning responsibilities for Annual Spend Plans and distribution, execution, and reporting of ESGR state funds.
 - 5.1.d. Assigning responsibilities for event planning, approval, and execution.
 - 5.1.e. Entering all State Committee activities and events into EventPLUS in order to maintain records on how and why ESGR funds are being used.
 - 5.1.f. Ensuring all volunteers sign a DD Form 2793, "Volunteer Agreement for Appropriated Fund Activities and Non-Appropriated Fund Instrumentalities," prior to any volunteer activity and reimbursement of volunteers' expenses, or incurring other government expenses, in accordance with DoD Instruction 1100.21. All DD Form 2793s are kept on file in the ESGR Member Management System (MMS).

6. EVENTS

- 6.1. An event request must be submitted to HQ ESGR, via EventPLUS, for any intended event, activity, or purchase. State Committee events require advance approval prior to the obligation of ESGR funds.
- 6.2. If the total event cost is less than \$10,000, submit the event request at least 60 days prior to the event.
- 6.3. If the total event cost is \$10,000 or higher, submit the event request at least 90 days prior to the event. A detailed written justification from the State Chair is required for event requests over \$10,000, and must be included in the event request.
- 6.4. Event requests should not exceed \$20,000. Avoid excessive costs associated with events: unnecessary travel, non-essential attendees, meals, audio-visual support, decorations, and gifts. Event requests exceeding \$20,000 require Executive Director, ESGR approval.
- 6.5. If changes to an approved event request are greater than \$500, the event request will be automatically resubmitted to HQ ESGR and the approval process will start over.
- 6.6. Submit Defense Travel System (DTS) requests, per the local USPFO guidance, after HQ ESGR approves the event request.
- 6.7. Any state, territory, or district that provides funds to a State Committee must be separately accounted for. An event request must adhere to ESGR policies and submitted in EventPLUS for all ESGR activities, regardless of funding source, and must be clearly annotated in EventPLUS when non-ESGR funds are being used.
- 6.8. Lodging, including the use of government facilities, will be used in accordance with DoD Joint Travel Regulations.
- 6.9. Meal purchases will 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 rates, add the meal and incidental rate for the locality and multiply that amount by 20 percent for breakfast, 30 percent for lunch, and 50 percent for dinner. For current per diem rates, see www.defensetravel.dod.mil.
 - 6.9.a. Event requests exceeding the per diem rates for lodging or meals must be justified in writing in EventPLUS and will only be considered in the most extenuating circumstances.
 - 6.9.b. Event requests providing multiple meals must be justified in writing in EventPLUS and will only be considered in the most extenuating

circumstances.

7. NON-OFFICIAL REPRESENTATION FUNDS AND OPERATIONS

- 7.1. Non-Official Representation Funds (Non-ORF) are used for volunteer meetings and training, official ESGR approved volunteer awards, supplies, and equipment, advertising and marketing, Military Outreach, State Conference/Trade Show/Booth events, and educational materials to train Service members and their families.
- 7.2. Non-ORF may not be used to pay for meals or refreshments for DoD civilian or Service members in connection with routine interagency, or intra-agency working meetings, or for social activities such as promotions, retirements, etc.
- 7.3. Volunteer Meetings and Training
 - 7.3.a. Volunteers attending State Committee meetings or training lasting 6 hours or more are authorized a meal, only in instances where the purpose of the meal is to continue the event (i.e. working lunch).
 - 7.3.b. Volunteer overnight travel/lodging and per diem are authorized only when the planned meeting, including travel time, lasts 12 hours or more.
 - 7.3.c. DoD Military officials and non-ESGR volunteers may be invited to meetings when their attendance supports the ESGR mission. ESGR will only fund meals for 2 participants per Reserve Component (RC). The RC will fund any meals for their additional attendees.
- 7.4. Supplies and Equipment
 - 7.4.a. Office supplies and administrative items may be purchased locally. Local purchases must be coordinated in advance with the USPFO Government Purchase Card (GPC) holder. All GPC card purchases will be in accordance with the policy guidelines and fiscal limits set forth in the GPC program as directed by the USPFO.
 - 7.4.b. State Committees are not authorized to use ESGR funds for the purchase or installation of telephone equipment, toll free telephone numbers, or webinar services.
 - 7.4.c. Cell phones and other similar electronic devices are authorized for purchase by State Committees, on a case-by-case basis, and must be requested via EventPLUS. The intent is to authorize purchases for State Committee leadership and VSTs.
 - 7.4.d. Approval is required by HQ ESGR for all equipment purchases (i.e. computers, Information Technology equipment, cameras, printers, projectors,

cell phones, wireless cards, etc.). All cost estimates and supporting documents for equipment must be included in PDF format in EventPLUS. Network equipment must be approved by the State's Network Administrator. Equipment will be purchased and distributed to the State Committee through the respective USPFO who will maintain a Property Accountability Log.

7.5. State Conference/Trade Show/Booth Events

- 7.5.a. State Conferences/Trade Show/Booth events are classified as Non-ORF events due to the overall advertising and marketing nature of the event and open attendance to all. A copy of the associated trade show/booth event advertisement with related cost information is required with the event request.
- 7.5.b. The State Conference/Trade Show/Booth event type may also be used to capture events where ESGR has been invited to attend by an outside entity but is not hosting the event. A copy of the agenda or attendee list is not required in EventPLUS.
- 7.5.c. Chamber of Commerce/Civic Organization Meetings:
 - 7.5.c.i. ESGR funds may not be used to purchase memberships or pay dues in any organization. If a volunteer is invited to attend a Chamber of Commerce function, Non-ORF should be used to fund no more than two volunteers.
 - 7.5.c.ii. Meals are not funded for regularly scheduled civic organization meetings. Funding is authorized only for infrequent attendance by invitation for the purpose of representing ESGR.

7.6. Advertising and Marketing

- 7.6.a. Advertising and marketing plans will be submitted through EventPLUS for approval. A PDF copy of the proposed advertisement must be uploaded in EventPLUS for review and approval by ESGR, Public Affairs.
- 7.6.b. Printing cost for State Committee newsletters, invitations, programs, etc. will be submitted through EventPLUS for approval. A PDF copy of what is being printed must be uploaded in EventPLUS for review and approval by ESGR, Public Affairs.
- 7.6.c. Holiday or greeting cards will not be purchased with ESGR funds.

7.7. Military Outreach

- 7.7.a. At Deployment Cycle Support events, ESGR volunteers provide training and resources to Service members and their families regarding employment/re-

employment concerns, particularly those pertaining to Chapter 43 of Title 38, U.S.C., also known as the “Employment and Reemployment Rights of Members of the Uniformed Services.”

- 7.7.b. Funding meals for Service members and their families being trained at Deployment Cycle Support events is not authorized.
- 7.7.c. Fulfillment apparel items and gifts are not authorized for distribution to Service members and their families.
- 7.7.d. Military change of command ceremonies offer the opportunity for volunteers to establish the critical relationship with a military commander that allows for the continuance of ESGR Military Outreach. Volunteer reimbursement of funds expended is authorized for travel to these events.

8. ESGR OFFICIAL REPRESENTATION FUNDS

- 8.1. Funds for official representation may be used by ESGR for official reception, representation, and advertising activities in accordance with DoD Instruction 7250.13 and Section 2241(c) of Title 10, U.S.C.
- 8.2. ORF are used for events when State Committee’s invite employers.
- 8.3. State Committees may host employer events and invite Federal, State, and local dignitaries, as well as members of the news media. At least 60 days prior to the event, HQ ESGR must approve any political candidates or elected officials who are in a campaign status.
- 8.4. The ratio of volunteers (and other DoD personnel) to employers and honored guests at events funded with ORF is as follows:
 - 8.4.a. If total group attendance is less than 30, at least 20 percent of the attendees must be employers;
 - 8.4.b. If the total group attendance is 30 or more, at least 50 percent of the attendees must be employers.
 - 8.4.c. 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.
- 8.5. Event requests using ORF will include the following:
 - 8.5.a. A list of all projected attendees. For invited employers include the full name, organization or company, and title. To maintain timely submission of event

requests, at a minimum, provide two of the required three fields; the name and organization, or the position and organization of the intended invitee.

- 8.5.b. A detailed agenda with estimated timelines. An uploaded PDF copy of the agenda is acceptable in lieu of using the Breakouts/Agenda tab in EventPLUS.
- 8.5.c. All estimated meal, travel, and any additional supply costs with appropriate supporting documentation.

8.6. Employer Recognition Event

- 8.6.a. ORF may be used to pay for the meal of one awardee per employer and one guest. Employer invitations should be limited to key personnel (i.e. Chief Executive Officer, Chief Financial Officer, Vice President, Human Resources Director, Owners, etc.).
- 8.6.b. Meals, lodging, per diem, and transportation may be authorized for invited Service member nominators. The Service member nominators count as DoD in the ORF ratio calculations. Meals, per diem, or transportation expenses are not authorized for guests of nominators.
- 8.6.c. Military officials are authorized to attend employer events. ESGR will only fund meals for 2 participants per Reserve Component (RC). The RC will fund any meals for their additional attendees. Meals, per diem, or transportation expenses are not authorized for guests of Military officials
- 8.6.d. A guest speaker may be authorized a meal if on an Invitational Travel Order (ITO) at ESGR expense. Meals, per diem, or transportation expenses are not authorized for guests of the speaker.
- 8.6.e. A three (3)-five (5) person color guard, and/or military band, may be invited and each member may be authorized a meal. Meals, per diem, or transportation expenses are not authorized for guests of the color guard or military band.

8.7. Bosslift

- 8.7.a. Bosslifts are considered DoD sponsored events. 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.
- 8.7.b. Use of government lodging (if travel is required) and facilities should be utilized to the maximum extent possible. ESGR may fund meals and travel expenses for invited employers and other dignitaries to attend Bosslift events.
- 8.7.c. Volunteers supporting the Bosslift event may be authorized meals and travel.

8.7.d. Service members supporting the Bosslift event may be authorized meals.

8.8. Briefing with the Boss

8.8.a. Briefing with the Boss (BWB) are Employer Outreach, education, and training events for which ESGR invites employers to attend. ESGR may fund meals and travel expenses for invited employers and other dignitaries.

8.8.b. Volunteers supporting the event may be authorized meals and travel.

8.8.c. Meals are not authorized for the sole purpose of presenting awards, certificates or Statement of Support signings.

8.8.d. ORF will not be authorized for entertainment or social purposes.

9. NON-ORF AND ORF COMBINED EVENT

9.1. The Awards and Volunteer Training event type, can potentially use both ORF and Non-ORF, when the event consists of both volunteer training and employer recognition.

9.2. Some event related costs normally charged as a Non-ORF expense shall be accounted for as an ORF expense. For example, when a volunteer's meal is part of the employer recognition portion honoring employers, the entire banquet cost (volunteer meals, employer meals, banquet room rental, etc.) is coded as an ORF expense because the expense supports a specific ORF event (the employer awards banquet). Under no circumstance may ESGR ORF expenses be charged to Non-ORF or other funds to avoid ORF restrictions or limitations.

9.3. Volunteers and DoD personnel in attendance will 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.

9.4. State Committees should make all attempts to remain within local per diem meal rates. In exceptional cases, the cost of a meal may exceed approved government local per diem meal rates. In such cases, the prescribed ORF ratios must be met and maximum meal allowances, including tax but excluding gratuity, are as follows: \$15 per person for breakfast; \$30 per person for lunch; or \$60 per person for the banquet dinner. When exceeding per diem rates, written justification is required from the State Chair.

9.5. ESGR funds may not be used to purchase alcoholic beverages or fund the operation of "cash bars."

10. FULFILLMENT CONTRACT

- 10.1. The ESGR fulfillment contract will be used to obtain fulfillment items to support State Committee events.
- 10.2. State Committees are allotted points to use as value, in lieu of actual funds to obtain fulfillment items. Orders are placed via the fulfillment website.
- 10.3. An approved corresponding event request is required prior to the placement of a fulfillment order. The event request number should be included with the fulfillment order.
- 10.4. The purchasing of ESGR branded materials through other vendors outside of the Fulfillment contract is not authorized.
- 10.5. Apparel
 - 10.5.a. ESGR volunteers are provided apparel to wear while representing ESGR. The value of the apparel shall not exceed 60.00 points per year, per volunteer. Orders for apparel are funded using the State Committee's points.
 - 10.5.b. There is no requirement for VSTs and RCCs to purchase ESGR apparel. They may purchase ESGR logo apparel, business cards, and name tags as an individual expense (i.e. personal credit card). Contract staff's name tags and business cards will include "DoD Contractor." The Fulfillment contract is responsible for producing business cards and will seek HQ ESGR approval for requests that do not meet ESGR standards.
- 10.6. Promotional, Educational and Training Materials
 - 10.6.a. The following "Promotional Items" and "Brochures and Printed Materials" are authorized for Military Outreach events:
 - 10.6.a.i. Unit Liaison Poster
 - 10.6.a.ii. ESGR Wallet Card
 - 10.6.a.iii. ESGR Volunteer Fact Hand Out
 - 10.6.a.iv. ESGR Service Member Brochure
 - 10.6.a.v. ESGR Fact Sheets
 - 10.6.a.vi. Freedom Award Wallet Card
 - 10.6.a.vii. Quick Notes Brief

10.6.a.viii. Patriot Award Wallet Card

10.6.a.ix. USERRA Poster

10.7. Employer gifts and apparel are not authorized for Military Outreach events or volunteer training events.

10.8. General purpose ESGR coins may be obtained through the Fulfillment contract to be used in the State Chair's awards program per ESGR Instruction 1250.10. There is a limit of 10 coins per year, per State Committee. Individual State Committee coins may not be purchased with ESGR funds.

10.9. Employer Awards and Gifts

10.9.a. The ESGR Fulfillment contract will be used to obtain official ESGR employer awards, in accordance with ESGR Instruction 1250.31. No other awards are authorized at ESGR's expense.

10.9.b. Requests for employer awards and gifts must be included in the event request. Gifts cannot be given to DoD employees, Service members, or volunteers.

10.9.c. Apparel is not authorized for employers, with the exception of ESGR logo hats.

10.9.d. Guest speaker gifts at events should not exceed 40 points per speaker. Speaker gifts should be included in the event request and obtained through the Fulfillment contract.

10.9.e. Fulfillment contract low cost items (generally below 5 points per item) that are obtained in bulk through the Fulfillment contract are not considered gifts.

10.9.f. Gift logs must be maintained by the State Committee for local audit purposes. The log must include company name, recipient name, item, date, and occasion for the gift.

10.9.g. State Committees will not be reimbursed for awards representing other awards programs.

11. INVITATIONAL TRAVEL ORDERS AND VOUCHER CLAIMS

11.1. Travel will not be authorized when the mission can be effectively accomplished by written or electronic correspondence, telephone conversation, or use of video teleconference.

- 11.2. Every effort should be made to maximize the use of volunteers who reside in the vicinity of a respective event.
- 11.3. Federal Technicians and Active Guard and Reserve members are not authorized to travel using State Committee ESGR funds.
- 11.4. Invitational Travel Orders
 - 11.4.a. An Invitational Travel Order (ITO) is issued when a volunteer or non-DoD affiliate (guest) travels at the expense of ESGR.
 - 11.4.b. ITOs are required to support overnight travel. ITOs may be funded, unfunded ("no-cost"), or some variation thereof, at the discretion of the DTS approving authority. ITOs should only be funded when the travel results in a direct, identifiable contribution to the mission of ESGR.
 - 11.4.c. ITOs will only be generated when the duration of a volunteer's travel (departing home to returning home) exceeds 12 hours per Joint Travel Regulations. Travel less than 12 hours constitutes a Local Travel Voucher.
 - 11.4.d. ITOs must be requested, approved, and generated prior to commencement of travel. Failure to meet this requirement results in forfeiture of the ITO, and travel without written authorization is not subject to reimbursement or other protections afforded to volunteers. Unforeseen requirements and last-minute substitutions do not justify travel without an ITO.
 - 11.4.d.i. Carlson Wagonlit (or any other travel agency identified by the USPFO) is the primary means to purchase air travel. Volunteers are required to purchase airline tickets 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; including seating upgrades.
 - 11.4.d.ii. If an individual elects to pay for the travel of a spouse or other party to accompany them on the temporary duty (TDY) trip, such expense will be the 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.
 - 11.4.e. HQ ESGR will fund travel and lodging to events such as Subcommittee meetings, New Chair Training, and the Freedom Award (for recipient and nominator). HQ ESGR may fund travel and lodging to other events on a case-by-case basis.

11.5. Procedures for Requesting Travel Orders

- 11.5.a. VSTs will follow local USPFO procedures to ensure travel is entered in DTS.
- 11.5.b. Travelers canceling funded travel are obligated to provide justification to their State Chair, or VST, who will notify the local USPFO (or HQ ESGR, as applicable), that the travel order is being canceled. The VST coordinates the de-obligation of funds associated with the travel.

11.6. Voucher Claims

- 11.6.a. After travel completion, travelers must prepare a travel voucher (DD Form 1351-2, located in the DoD Forms Management Program Website at <http://www.dtic.mil>). Travel vouchers must be completed and submitted with receipts to the appropriate travel-reviewing official (USPFO) within 5 calendar days of completing the TDY.
- 11.6.b. All travel voucher claims must be submitted to the VST before being forwarded to the local USPFO. The VST will conduct a review of the travel voucher prior to its submission. Incomplete, incorrect, or improperly prepared vouchers will be returned to the traveler for corrections.
- 11.6.c. If the traveler is missing a receipt, they must complete the missing receipt document in DTS.
- 11.6.d. The individual traveler shall ensure that any government provided meals (e.g. working lunch meals provided) are properly included on claims documents.

12. LOCAL TRAVEL VOUCHER FOR IN AND AROUND MILEAGE

- 12.1. When conducting ESGR business, volunteers will incur reimbursable expenses for local travel (in and around mileage). Local travel is normally conducted without official travel orders and does not include lodging or per diem.
- 12.2. Per Joint Travel Regulations, odometer readings should be used to/from the home of record to their initial duty/reporting station. The volunteer's home of record is their Permanent Duty Station.
- 12.3. Volunteers will complete Optional Form (OF) 1164 "Claim for Reimbursement for Expenditures on Official Business for Local Travel Reimbursement," along with any receipts.
- 12.4. All travel voucher claims must be submitted to the VST before being forwarded to the local USPFO. The VST will conduct a review of the travel voucher prior to its

submission. Incomplete, incorrect, or improperly prepared vouchers will be returned to the traveler for corrections.

12.5. OF-1164s can be completed monthly.

13. ANNUAL SPEND PLANS, FUNDING AUTHORIZING DOCUMENTS AND
MILITARY INTERDEPARTMENTAL PURCHASE REQUESTS

13.1. Annual Spend Plan Timeline

13.1.a. HQ ESGR will provide Annual Spend Plan guidance by February 28, each year, which include State Committee budget allocation amounts for the following fiscal year.

13.1.b. The State Chair is responsible for the Annual Spend Plan development and timely submission in the proper format to HQ ESGR by May 31, each year. General guidance is as follows:

13.1.b.i. Employer and Military Outreach is at a minimum 65 percent combined.

13.1.b.ii. Volunteer Training and Operations should not exceed 35 percent

13.1.c. HQ ESGR will review the proposed Annual Spend Plans and provide final approval of the Annual Spend Plans by June 30.

13.2. Budget Allocation

13.2.a. Annually, subject to the availability of funding, 75 percent of the approved Annual Spend Plan's amount will be distributed to the USPFO at the beginning of the fiscal year. The remaining 25 percent will be distributed following mid-year review of budget execution and remaining requirements, with adjustments made as appropriate.

13.2.b. The use of a Continuing Resolution Authority (CRA) in lieu of a full appropriation causes funding distributions to be based on the length of the CRA.

13.2.c. Budget execution reporting will follow the fiscal year guidance and must be documented in EventPLUS.

13.2.d. Year-end close-out of ESGR fiscal year accounts requires USPFOs to return all unobligated funds to HQ ESGR, via ARNG, by August 1, each year. Anticipated expenditures for August 1 through September 30, should be committed and obligated at the local USPFO prior to August 1 each year.

13.3. Funding Authorization Documents

- 13.3.a. Funding Authorization Documents (FAD) are the primary means of transferring State Committee funding from HQ ESGR to the individual USPFO, through the ARNG.
- 13.3.b. FAD distributions to USPFO for State Committee funding will normally occur on or about October 1, and April 30, of each year.
- 13.3.c. HQ ESGR will use the Status of Funds from the USPFO and planned events in EventPLUS to conduct a mid-year review of budget execution and remaining requirements.
- 13.3.d. HQ ESGR will ensure mid-year distribution of remaining fiscal year FAD funding occurs by April 30.


13.4. Unfunded Requirements

- 13.4.a. State Chairs are encouraged to identify Unfunded Requirements (UFRs) and submit emergent requirements to HQ ESGR as soon as those requirements are identified.
- 13.4.b. The normal process for UFRs review and assessment for reprogramming of funds is the mid-year review process; however, the funding of UFRs will be made on a case by case basis.

14. REPORTING RESPONSIBILITIES

- 14.1. State Committee metrics will be mainly derived from the ESGR Portal (MMS and Inquiry and Case Management System) and EventPLUS.
- 14.2. HQ ESGR is responsible for the following:
 - 14.2.a. Dashboards of State Committee metrics.
 - 14.2.b. Review, approval, and auditing of events in EventPLUS.
- 14.3. State Committees are responsible for the following:
 - 14.3.a. Entering all State Committee events and activity into EventPLUS.
 - 14.3.b. Maintaining gift logs.
 - 14.3.c. Completing accurate after action reports, in EventPLUS, to include the reporting of actual attendance of ORF events.

- 14.3.d. Obtaining end of quarter Status of Funds data from the local USPFO and ensuring the state budget reconciles with Status of Funds data.
- 14.3.e. Ensuring HQ ESGR has current contact information for State Budget Managers.
- 14.4. USPFOs are responsible for certifying the Status of Funds report to ARNG, in accordance with the 2005 DHRA/ARNG MOA and other guidance issued by ARNG.
- 15. EFFECTIVE DATE: January 31, 2019



M. Alex Baird
Acting Director

ENCLOSURE 1: EVENTPLUS EVENT GUIDANCE

| Event Types | ORF/ NON-ORF | Projected attendee list required. | Registration/ Actual Attendance Reporting Required. | Description | Approval | Required Elements |
|---|-----------------|---|---|---|---------------|--|
| EO | | | | | | |
| Bosslift | ORF | YES | YES | ESGR invites employers to observe Service members performing military duties | VS | Agenda, projected attendee list, associated cost quotes |
| BWB (Employer Education & Other Briefings) | ORF | YES | YES | ESGR invites employers with intent to brief USERRA and or the ESGR program | VS | Agenda, projected attendee list, associated cost quotes |
| State Conference/Trade Show/Booth | NON-ORF | Volunteers only | NO – open to public | ESGR is being invited to an event by an outside entity or ESGR is setting up an information table at an event | VS | A copy of the associated tradeshow event advertisement with any associated cost quote, if applicable |
| Employer Recognition Event | ORF | YES | YES | ESGR invites employers to present employer awards | VS | Agenda, projected attendee list, associated cost quotes |
| MO | | | | | | |
| National Conference (AUSA, MOA, NGAUS, ROA, etc.) | NON-ORF | Volunteers only | NO – open to public | Volunteer attends the National Conference of a respective Reserve Component | Auto approved | Projected attendee list and associated cost quotes |
| Deployment Cycle Support (YRRP) | NON-ORF | Volunteers only | Volunteers only | Yellow Ribbon events/Family Day events | Auto approved | Projected attendee list |
| Senior Leader Brief | NON-ORF | Volunteers only | Volunteers only | A 1 on 1 or small group meeting with senior military leaders | Auto approved | Projected attendee list |
| Unit Brief | NON-ORF | Volunteers only | Volunteers only | USERRA brief to a unit | Auto approved | Projected attendee list |
| TO | | | | | | |
| EXCOM and Leader Meetings | NON-ORF | YES | YES | Any state level volunteer meeting | VS | Agenda, projected attendee list, associated cost quotes |
| ESGR HQ Tng (NCT, OMB, VLTP) | NON-ORF | YES | YES | Volunteer attends an ESGR HQ sponsored training | VS | Projected attendee list |
| | | | | | | |

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|--|---|-----|-----|---|----|---|
| Supplies/Equipment/ Support Operations | NON-ORF | NO | NO | Equipment, supplies, postage when separate from an event, advertisements, newsletters, etc. | VS | Associated cost quotes, advertisement or newsletter to be approved |
| Awards and Volunteer Training | - NON-ORF - combination of ORF and NON-ORF | YES | YES | State level volunteer training or an event when volunteer training and employer recognition is happening in succession | VS | Agenda, projected attendee list, associated cost quotes, designation between ORF and NON- ORF (if applicable) |