



DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
JOINT FORCE HEADQUARTERS, MAINE NATIONAL GUARD
33 STATE HOUSE STATION
AUGUSTA, ME 04333-0033

NGME-ARP-DCS

1 October 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy for Use of Funds

1. Reference: Joint Federal Travel Regulation (JFTR)

2. Purpose: To establish Fiscal Year 2016 guidance for utilizing appropriated funds for official Unit/Family Readiness Group business

3. General:

a. The Family Readiness Program is a vital part of unit readiness. Establishing and maintaining a functioning Family Readiness Group requires dedicated Volunteers working as professionals in a military environment. Statutory Volunteers are Volunteers appointed in writing by the Commander who has specific duties outlined in a job description. Statutory Volunteers are an extension of the unit and are considered government employees when working in their assigned role.

b. The Family Readiness Liaison (FRL) is an appointed Soldier who serves as a communication link between the Volunteers and the Commander by providing administrative support for the FRG as well as guidance. The FRL is the point for all FRG matters and assist in maintaining an active and effective Family Readiness program.

a. The State Family Program Director (SFPD) with input from the Family Readiness Support Assistants will prepare an annual budget request each year to support unit programs. This funding request is submitted by the SFPD to NGB in May of each year; therefore planning at every level is needed to ensure funding is available to support Family Readiness and Preparedness through the support of the Family Program mission.

4. Authorized Expenses Utilizing Appropriated Funds:

a. Statutory Volunteers may be reimbursed travel when conducting official business directly related to their role. The Volunteer must be in an official capacity with specific purpose documented in writing. Example: FRG meeting with agenda showing their role participating, newcomers brief etc.

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b. The process in which to request travel is as follows:

(1) The FRG statutory Volunteer will complete the Request for Travel/ Reimbursement Form 90 days prior to the travel and attach any supporting documentation supporting travel request. The Commander, or Family Readiness Liaison if delegated, must verify the need for travel as the most cost effective way of meeting mission requirement.

(2) The unit will initiate a DTS travel request attaching the agenda and Family Program request form as substantiating documents. If building a new profile, choose "Family Programs" as the routing.

(3) The State Family Program office will process and assign accounting classifications. The approval not only acts as a way to reimburse expenses, but also as an official document should the Volunteer become injured during their official work. Therefore, no travel should take place without the approved DTS authorization.

(4) The FRL will ensure the duty is completed and DD Form 1351-2 is signed within 5 days of travel by the Volunteer. The unit will certify document by signing as a reviewer and approving official. The after action review form attached will be uploaded in DTS as substantiating documentation for auditing purposes.

(5) It is the responsibility of the Volunteer to log hours in the JSS system, and to present meeting minutes to their FRL when available. Meeting minutes should be sent forward separately thru the FRL to State Family Program Office. Future travel will not be approved without these completed actions.

(6) Please use the email alias ng.me.mearng.list.me-frsa@mail.mil to communicate with the FRSA/Family Program Office. This will allow continuity and provide the best service.

5. Authorized Expenses Utilizing Non-Appropriated Funds:

a. Non appropriated funds may be authorized for incidentals that the FRG leadership may need. The following items are considered non appropriated fund items.

b. Childcare for Statutory Volunteers who are in an official capacity may request reimbursement. Childcare reimbursement needs pre approval 90 days prior to event using the Request for Travel/Volunteer Reimbursement Form. A Childcare Reimbursement Form will be submitted after the event to receive reimbursement for services.

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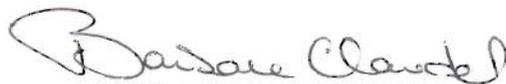
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c. Recognition items: Through coordination with the FRSA, a FRG leader may be reimbursed recognition items to present to statutory Volunteers for their support to the overall mission. The item must be something that is personalized and specific to the person being recognized. ie. Plaques, badges, staff shirts with their name embroidered, etc. Volunteer recognition at the unit level is limited to \$25.00 per statutory Volunteer per year.

d. Incidental expenses: Small items such as poster board, stamps tape etc, should not come out of a Volunteer's own pocket. When possible, these items would be requested in advance and purchased with government monies, but from time to time it is understood that a FRG leader could be put in a position where an expense arises. With verbal approval from their FRSA, a request for reimbursement can be made. Receipts are required for reimbursement with statement explaining the need.

6. The readiness of the Maine Army National Guard depends on dedicated Volunteers working in the Family Readiness Groups preparing families for military life. This policy is not intended to limit the ability to function, rather to provide clear guidance. Please direct any questions or comments to the ng.me.mearng.list.me-frsa@mail.mil.

3 Encls
1. Request for Orders
2. Childcare reimbursement Form
3 After Action Review Form



BARBARA A. CLAUDEL
MSG, MEARNG
State Family Program Director

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