



**DEFENSE SUPPORT SERVICES CENTER
EMPLOYER SUPPORT OF THE GUARD AND RESERVE**
4800 MARK CENTER DRIVE, SUITE 05E22
ALEXANDRIA, VA 22350-4000

OPERATING INSTRUCTION

SUBJECT: Employer Support of the Guard and Reserve (ESGR) Operating Instruction 7000.10,
Financial Procedures for State Committee Support

References: See Enclosure 1

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 Operating Instruction (OI) applies to Headquarters (HQ) ESGR, ESGR Volunteers, and ESGR contracted personnel (Volunteer Support Technician (VST)).

3. DEFINITIONS AND ACRONYMS

See Enclosure 2

4. POLICY

DoD personnel and ESGR volunteers authorized to use 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.

5. RESPONSIBILITIES

5.1. HQ ESGR is responsible for:

5.1.1. Disseminating the rules and regulations in accordance with all references listed in Enclosure 1 of this instruction.

5.1.2. Providing guidance for the audit, administration, and execution of ESGR funds transferred to the Army National Guard (ARNG) United States Property and Fiscal Officer (USPFO), pursuant to the May 21, 2025 Memorandum of Agreement between the Defense Human Resources Activity and Army National Guard.

- 5.1.3. Providing procedures and assigning responsibilities for Annual Spend Plans (ASPs) and distribution, execution, and reporting of ESGR state funds.
- 5.1.4. Assigning responsibilities for event planning, approval, and execution.
- 5.1.5. Reviewing all State Committee activities and events in EventPLUS to maintain records on how and why ESGR funds are used in support of ESGR's mission.
- 5.1.6. Ensuring all volunteers sign a DD Form 2793, "Volunteer Agreement for Appropriated Fund Activities and Non-Appropriated Fund Instrumentalities," and that said form is approved by an "accepting official" prior to any volunteer activity and reimbursement of volunteers' expenses, or incurring other government expenses, pursuant to the Joint Travel Regulations (JTR) and DoDI 1100.21. All DD 2793s filed in the ESGR Member Management System.

5.2. VSTs are responsible for:

- 5.2.1. Completing and maintaining all training requirements to perform the duties of a Non-Defense Travel System Entry Agent (NDEA) in support of all volunteer travel.
- 5.2.2. Notifying Volunteer Support Regional Team when access to Defense Travel System (DTS) is granted or not.
- 5.2.3. Entering all travel authorizations and vouchers as required by local USPFO policy.
- 5.2.4. Processing other procurement requests in accordance with local National Guard office procedures.

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. Event requests exceeding \$10,000 require Chief of Volunteer Support, ESGR, approval. Event requests should not exceed \$20,000.

- 6.4. If changes to an approved event request are greater than \$500, the event request will return to draft status and will need to be resubmitted to HQ ESGR and the approval process will start over.
- 6.5. Submit DTS requests, pursuant to the local USPFO guidance, after HQ ESGR approves the event request.
- 6.6. Any state, territory, or district that provides funds to a State Committee must account for funds separately. An event request must adhere to ESGR policies and be submitted in EventPLUS for all ESGR activities, regardless of the funding source, and must be clearly annotated in EventPLUS when non-ESGR funds are being used.
- 6.7. Lodging, including the use of government facilities, will be used pursuant to the JTR.
- 6.8. Meal purchases will follow per diem rates. For current per diem rates and Meals and Incidentals (M&IE) breakdowns see <https://www.travel.dod.mil/>.
 - 6.8.1. Event requests exceeding the per diem rates for lodging or meals must be justified in writing in EventPLUS. HQ ESGR will review and consider approval in the most extenuating circumstances.
 - 6.8.2. Event requests providing multiple meals must be justified in writing in EventPLUS. HQ ESGR will review and consider approval in the most extenuating circumstances.
 - 6.8.3. Prohibition on payments honoring military at sporting events is found in Section 2241b of Title 10 United States Code (U.S.C). It prohibits the DoD from entering into contracts or agreements under which payments are to be made in exchange for activities intended to honor, or giving the appearance of honoring, members of the armed forces (whether members of the regular components or the reserve components) at any form of sporting event.

7. NON-OFFICIAL REPRESENTATION FUNDS AND OPERATIONS

- 7.1. Non-Official Representation Funds (non-ORF) are for volunteer meetings and training, official ESGR 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 civilians or Service members in connection with routine interagency or intra-agency working meetings or for social activities such as promotions, retirements, military balls, etc.
- 7.3. Volunteer Training and Executive Committee Meeting

- 7.3.1. ESGR will conduct meetings virtually to the greatest extent possible to reduce risk and conserve funding in accordance with the JTR.
 - 7.3.2. Volunteers attending State Committee meetings or training in person lasting 6 hours or more are authorized one meal, only in instances where the purpose of the meal is to continue the event (i.e., working lunch). Breakfast is not considered a working meal.
 - 7.3.3. Volunteer overnight travel/lodging and per diem are authorized only when the planned meeting, including travel time, lasts 12 hours or more.
 - 7.3.4. 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 two participants per Reserve Component (RC). The RC will fund any meals for their additional attendees.
 - 7.3.5. Event requests must include the list of projected attendees and a detailed agenda.
 - 7.3.6. Volunteer training events shall be primarily made up of organized training activities that are detailed in the agenda.
 - 7.3.7. Record actual attendees in EventPLUS after action reports.
- 7.4. Supplies and Equipment
- 7.4.1. Office supplies and administrative items may be purchased locally. Local purchases must be coordinated in advance with the USPFO Government Purchase Card holder. All Government Purchase Card transactions must be conducted pursuant to the DoD Governmentwide Commercial Purchase Card Guidebook (The Guidebook) and pursuant to fiscal limits directed by the USPFO.
 - 7.4.2. State Committees are not authorized to use ESGR funds for the purchase or installation of telephone equipment, or web applications.
 - 7.4.3. State Committees are authorized to request one Zoom for Government or other DoD approved web conferencing license that supports communications with volunteers, employers, and Service members. The purpose for procuring a web conferencing license is to enhance communication with the volunteers, employers, and Service members. The procedures for procuring such web conferencing services are the same as those outlined in paragraph 8.4.4.
 - 7.4.4. HQ ESGR is the approving authority for all license and equipment purchases (i.e., networked computers, Information Technology equipment, printers, projectors, web cameras, DoD approved web conferencing license, etc.). All cost estimates and supporting documents for equipment must be included in PDF format in

EventPLUS. The state National Guard office Network Administrator must approve network equipment. Equipment will be purchased and distributed to the State Committee through the respective USPFO, who will maintain a Property Accountability Log.

7.5. Minor Supply items (which can be reimbursed to volunteers at the discretion of the local USPFO with an approved event number on the Optional Form (OF) 1164) include:

7.5.1. Postage expenses related to ESGR Volunteer duties (such as mailing Statements of Support, awards to volunteers and employers, and other written correspondence).

7.5.2. Small office items related to ESGR Volunteer duties (such as paper and ink cartridges for printing Statements of Support, invitations, and other correspondence to employers and volunteers).

7.6. State Conference/Trade Show/Booth Event

7.6.1. State Conferences/Trade Show/Booth events are categorized 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, web page screen shot, or email documentation with related cost information is required with the event request.

7.6.2. 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 associated agenda, email communication/invitation, or other “proof of event” is required in EventPLUS.

7.6.3. Job fairs or hiring events are outside the scope of ESGR’s mission and require a strong written justification detailing the return on investment.

7.6.4. ESGR funds may not be used to support State Conference/Trade Show/Booth event meals, refreshments, or sponsorship to avoid the appearance of endorsement of these events.

7.6.5. State Committees will use this event type to purchase advertising and marketing opportunities for ESGR as authorized in Section 2241(c) of Title 10 U.S.C. to further employer commitments.

7.7. Chamber of Commerce/Civic Organization Meetings:

7.7.1. 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 or other

civic organization function, non-ORF may be used to fund no more than two volunteers.

- 7.7.2. Meals are not funded for regularly scheduled civic organization meetings. Funding is authorized only for infrequent attendance when briefing the membership on Chapter 43 of Title 38 U.S.C., also known as the Uniformed Services Employment and Reemployment Rights Act (USERRA).

7.8. Advertising and Marketing

- 7.8.1. ESGR funds are authorized for advertising activities pursuant to Section 2241(c) of Title 10 U.S.C. to further employer commitments.
- 7.8.2. State Committees will submit all requests for advertising and marketing plans through EventPLUS for approval. A PDF copy of the proposed advertisement must be uploaded in EventPLUS for review and approval by HQ ESGR, Public Affairs.
- 7.8.3. State Committees will use State Conference/Trade Show/Booth event type to purchase advertising and marketing opportunities for ESGR.
- 7.8.4. Printing costs for State Committee, 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 HQ ESGR, Public Affairs.
- 7.8.5. Purchase of holiday or greeting cards is not authorized.
- 7.8.6. Guidance for paid advertising in newspapers, magazines, and other mediums: All requests for paid advertising must be submitted with State Chair justification that includes projected return on investment.

7.9. Military Outreach

- 7.9.1. At Military Outreach events, ESGR volunteers provide training and resources to military senior leaders, Service members, and their families regarding ESGR's mission and USERRA.
- 7.9.2. Funding meals is not authorized for Service members nor their families during ESGR Military Outreach events.
- 7.9.3. Fulfillment apparel items and gifts are not authorized for distribution to Service members nor their families.
- 7.9.4. Reimbursement of travel for one volunteer to attend a change of command ceremony is authorized. Military change of command ceremonies offer

opportunities for volunteers to establish the critical relationship with a military commander, which allows for the continuance of ESGR Military Outreach.

8. ESGR OFFICIAL REPRESENTATION FUNDS

- 8.1. Funds for official representation may be used by ESGR for official reception, representation, and advertising activities pursuant to DoDI 7250.13 and Section 2241(c) of Title 10 U.S.C. to further employer commitments.
- 8.2. Funds are categorized as ORF when employers attend ESGR events.
- 8.3. State Committees may host employer events and invite Federal, State, and local dignitaries, as well as members of the news media to participate in the event.
- 8.4. Political candidates or elected officials in an election year must have approval from HQ ESGR to attend the event at least 60 days prior.
- 8.5. In accordance with DoDI 7250.13, specific ratios of DoD personnel to authorized employers should be maintained. Enclosure 2 contains an example of calculating ORF ratio. The ratios of DoD personnel, including volunteers, employers, and authorized guests at events funded in an ORF-like manner are as follows:
 - 8.5.1. If total group attendance is less than 30, at least 25 percent of the attendees must be employers.
 - 8.5.2. If the total group attendance is 30 or more, at least 50 percent of the attendees must be employers.
 - 8.5.3. 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. Spouses/guests of DoD personnel, including volunteers, are not authorized DoD funded meals, per diem, or transportation expenses.
- 8.6. Event requests using ORF will include the following:
 - 8.6.1. Pursuant to DoDI 7250.13, a list of all projected attendees is required. 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 or the position and organization of the intended invitee.
 - 8.6.2. 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.
 - 8.6.3. All estimated meal, travel, and any additional supply costs with appropriate supporting documentation.

8.6.4. Bottled water purchases are authorized in support of Employer Recognition Events.

8.7. Employer Recognition Event

- 8.7.1. ORF may be used to pay for the meal of one awardee and his or her guest per employer. Employers are not eligible for Invitational Travel Orders (ITA) (lodging, per diem, or transportation). Employer invitations should be limited to key personnel (i.e., Chief Executive Officer, Chief Financial Officer, Vice President, Human Resources Director, Owners, etc.).
- 8.7.2. 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, and transportation expenses are not authorized for guests of nominators.
- 8.7.3. The military commander of the nominator whose employer is receiving an ESGR award may be invited and provided a meal. Military commander per diem and travel expenses are not funded by ESGR. Spouse/guest of military commanders are not authorized meals, per diem, or transportation expenses.
- 8.7.4. Military officials are authorized to attend employer events and are counted as DoD for the ORF ratios. ESGR will only fund meals for two Military official participants per RC (Service member nominator is not considered a Military official). Military official per diem and travel expenses are not funded by ESGR. Meals, per diem, and transportation expenses are not authorized for guests of military officials. The RC will fund any meals for their additional attendees.
- 8.7.5. A guest speaker may be authorized a meal at the event. Guest speakers are not authorized travel, per diem, or lodging. Guests of the speaker are not authorized meal reimbursement.
- 8.7.6. A three (3)-five (5) person color guard, and/or military band, may be invited and each member may be authorized a meal, but not lodging or travel. Meals, per diem, and transportation expenses are not authorized for guests of the color guard or military band.

8.8. Bosslift

- 8.8.1. Bosslifts are considered DoD-sponsored events hosted by a military unit. 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.

- 8.8.2. Use of government lodging (if travel is required) and facilities should be utilized to the maximum extent possible.
- 8.8.3. ESGR may fund meals for invited employers and other dignitaries to attend Bosslift events. Multiple meals must be justified in writing and included in the event request. Employers are not eligible for ITAs.
- 8.8.4. Volunteers supporting the Bosslift event may be authorized meals and travel.
- 8.8.5. Service members who have employers participating in a Bosslift are considered DoD representatives for the purposes of the Bosslift ratio and ineligible for reimbursement from ESGR (meals, fulfillment items, per diem, etc.).

8.9. Briefing with the Boss

- 8.9.1. Briefings with the Boss are Employer Outreach, education, and events which ESGR invites employers to attend. ORF authority, pursuant to Section 2441(c) of Title 10 U.S.C., may not be used to pay for military member meals.
- 8.9.2. State Committees are limited to inviting three bosses from the same employer site. State Committees will request an exception to policy to exceed the number of invitees from the same employer site.
- 8.9.3. Volunteers supporting the event may be authorized meals and travel.
- 8.9.4. Meals are not authorized for the sole purpose of presenting awards, certificates, or Statement of Support signings.
- 8.9.5. DoD/ESGR funds are not authorized for entertainment or social purposes, such as military balls or fundraisers as these are not official DoD events.
- 8.9.6. ESGR funds are not authorized to purchase alcoholic beverages or fund the operation of “cash bars.”

9. NON-ORF AND ORF COMBINED EVENT

- 9.1. The Awards and Volunteer Training event type is reserved for large Annual Planning and Awards Meetings and can potentially use both ORF and non-ORF, when the event consists of both volunteer training and employer recognition. ORF/non-ORF ratios must be adhered to in the event request.
- 9.2. Contract meeting room and food cost are divided between ORF and non-ORF as follows:
 - 9.2.1. Volunteer training meeting rooms – non-ORF

- 9.2.2. Volunteer meals during training – non-ORF
- 9.2.3. Volunteer awards – non-ORF
- 9.2.4. Meeting rooms for Employer Awards – ORF
- 9.2.5. Employer Awards – ORF
- 9.2.6. Employer meals – ORF
- 9.2.7. DoD personnel, including volunteers, on travel orders – non-ORF
- 9.3. Volunteers and DoD personnel on orders will pay a proportion of event expenses, either directly or by indicating on the individual travel claim that a government furnished meal was provided in accordance with the JTR.
- 9.4. State Committees should make all attempts to remain within local per diem meal rates. In exceptional cases, the cost of employer meals 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 service fees, 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 explaining why another alternative is not available.
- 9.5. Pursuant to DoDI 7250.13, under no circumstances may mementos for visiting DoD officials be purchased with ESGR funds.

10. FULFILLMENT CONTRACT

- 10.1. The ESGR fulfillment contract provides fulfillment items to support ESGR events.
- 10.2. State Committees will use allotted fulfillment points, in lieu of actual funds, to obtain fulfillment items. State Committees will request items via the fulfillment website.
- 10.3. An approved 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 fulfillment contract is the only means to purchase ESGR branded materials. ESGR funds are not authorized for use to vendors outside of the fulfillment contract. Exceptions may be granted by the Executive Director for mission need through the Contracting Officer Representative of the Fulfillment contract.
- 10.5. Apparel and Business Cards:
 - 10.5.1. ESGR volunteers receive apparel to wear while representing ESGR. State Committees will use the fulfillment website to order apparel for volunteers. There

is a limit of one item per volunteer every 12 months. Request for an additional shirt will be considered for new volunteers after 6 months.

10.5.2. ESGR shirts are authorized only for ESGR staff and volunteers.

10.5.3. Clothing provisions for ESGR employees. ESGR Operations and Maintenance funds may not be expended on gifts to DoD employees. However, to facilitate recognition at official functions, when approved by the Executive Director, HQ ESGR staff 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 points each year.

10.5.4. There is no requirement for contract staff to purchase ESGR apparel. They may purchase ESGR logo apparel, business cards, and name tags as an individual expense (i.e., personal credit card). Contractor employees' name tags and business cards will include the phrase "DoD Contractor."

10.5.5. Business cards for volunteers will be ordered through the Fulfillment contract. HQ ESGR will approve request for modifications.

10.5.6. HQ ESGR staff business cards are authorized for the Executive Director, National Chair, Chief Employer Engagement, and Public Affairs personnel with duties to represent ESGR in the public.

10.5.7. Former military rank is not authorized on business cards or name badges.

10.6. Promotional, Educational, and Training Material.

10.6.1. Promotional items (pens, etc.) and printed material (Fact sheets, wallet cards, etc.) may be used at ORF (employer) events.

10.6.2. Printed materials (Fact sheets, wallet cards, etc.) may be used at non-ORF (Military Outreach) events. Promotional items (pens, letter openers, bags, etc.) are not authorized at non-ORF events.

10.7. In accordance with ESGR OI 1250.10, State Chairs may request up to 10 general purpose ESGR coins per year through the ESGR Fulfillment contract as volunteer awards only. ESGR funds are not authorized to purchase any other coins.

10.8. Employer Awards and Gifts

10.8.1. In general, the cumulative cost of gifts presented to any one authorized guest may not exceed the "minimum value" limit established by the General Services Administration (GSA). Currently, this limit is \$480.004 (see GSA Bulletin FMR B-50). Specific monetary limitations on ESGR-funded gifts are as follows:

- 10.8.2. Awards presented at a DoD-sponsored event (Freedom Award, Roche Award) shall not exceed \$480.00.
- 10.8.3. Committee Awards (Spirit of Volunteerism Award, Lifetime Achievement Award, Pro Patria Award) shall not exceed \$480.00.
- 10.8.4. All other awards recognizing supportive employers, businesses, or community leaders shall not exceed \$75 per award.
- 10.8.5. Awards to ESGR Committee members, volunteers, and DoD employees shall not exceed \$50.00 per award.
- 10.8.6. In accordance with ESGR OI 1250.31, State Committees will use the items available from the ESGR Fulfillment contract to obtain official ESGR items.
- 10.8.7. State Committees are prohibited from using ESGR funds to obtain additional awards or items with the official ESGR Logo. Exceptions maybe granted by the Executive Director for mission need through the Contracting Officer Representative of the Fulfillment contract.
- 10.8.8. Requests for employer awards and gifts must be included in the event request. Gifts cannot be given to DoD employees, Service members, or volunteers.
- 10.8.9. ESGR logo hats are the only authorized apparel for employers.
- 10.8.10. Guest speaker gifts will not exceed 40 points per speaker. State Committee will submit request for speaker gifts in the event request and obtain the gift through the Fulfillment contract.
- 10.8.11. Fulfillment contract low-cost items (generally below 5 points per item) that are obtained in bulk through the Fulfillment contract are not considered gifts.
- 10.8.12. State Committees must maintain a ESGR coin log for local audit purposes. The log must include company name, recipient name, item, date, and occasion for the coin.

11. INVITATIONAL TRAVEL AUTHORIZATION AND VOUCHER CLAIMS

- 11.1. Pursuant to the JTR, travel is not authorized when the mission can be effectively accomplished by written or electronic correspondence, telephone conversation, or use of virtual meeting platforms.
- 11.2. Every effort should be made to maximize the use of volunteers who reside in the vicinity of a respective event.
- 11.3. ESGR funds are not authorized to support or fund travel for Employers, Title 5, Federal Technicians, Active Guard and Reserve members, or contractors.

11.4. ESGR funds are not authorized for volunteer international travel. Does not apply to/from travel to U.S. territories.

11.5. ITA

11.5.1. ESGR Staff and volunteers are required to follow the JTR.

11.5.2. An ITA is issued when a volunteer travels at the expense of ESGR.

11.5.3. ITAs are required to support overnight travel. ITAs may be funded, unfunded ("no-cost"), or some variation thereof, at the discretion of the DTS approving authority. ITAs should only be funded when the travel results in a direct, identifiable contribution to the ESGR mission.

11.5.4. ITAs are required when the duration of a volunteer's travel (departing home to returning home) exceeds 12 hours, pursuant to the JTR. Travel less than 12 hours constitutes a Local Travel Voucher.

11.5.5. ITAs must be requested, approved, and generated prior to commencement of travel. Unforeseen requirements and last-minute substitutions do not justify travel without an ITA.

11.5.6. The DTS 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 (Constructed Cost). First Class travel, including seat upgrades, is not authorized at DoD expense.

11.5.7. If an individual elects to pay for the travel of a spouse or other party to accompany them on the temporary duty trip, such expense is the responsibility of the individual. If the trip is subsequently canceled or changed, these expenses are not the responsibility of ESGR.

11.5.8. HQ ESGR will fund travel and lodging to events such as Subcommittee meetings, New Chair Training, and the Freedom Award (for nominator). HQ ESGR may fund travel and lodging to other events on a case- by-case basis.

11.6. Procedures for Requesting Travel Authorization

11.6.1. Follow local USPFO procedures to ensure travel is entered in DTS.

11.6.2. 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.

12. VOUCHER CLAIMS

- 12.1. Travel completion: travelers must prepare a DD Form 1351-2, Travel Voucher or Subvoucher, located in the DoD Forms Management Program Website at <https://www.esd.whs.mil/Directives/forms>. Travel vouchers must be completed and submitted with receipts to the appropriate travel-reviewing official (USPFO) within 5 calendar days of completing the temporary duty.
- 12.2. All travel vouchers 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.
- 12.3. If the traveler is missing a receipt, they must complete the missing receipt document in DTS.
- 12.4. The individual traveler shall ensure that any government provided meals (e.g., working lunch meals provided) are properly included on claims documents.

13. LOCAL TRAVEL VOUCHER FOR IN AND AROUND MILEAGE AND MISCELLANEOUS VOLUNTEER EXPENSES

- 13.1. When conducting ESGR business, volunteers will incur reimbursable expenses for local travel (in and around mileage).
- 13.2. Local travel is normally conducted without official travel orders and does not include lodging or per diem:
 - 13.2.1. In accordance with the JTR, 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. The home of record should be the address reflected in their DTS profile, to ensure accurate travel reimbursement.
 - 13.2.2. Volunteers will complete OF 1164, Claim for Reimbursement for Expenditures on Official Business, and submit this form to the VST along with any receipts. OF 1164 can be found on the GSA website at <https://www.gsa.gov/forms-library/claim-reimbursement-expenditures-official-business>.
 - 13.2.3. The VST will review and forward properly completed travel vouchers to the local USPFO for processing and payment. VSTs will return travel vouchers that are incomplete, incorrect, missing required receipts, or improperly prepared to the traveler for corrections.
- 13.3. Volunteers may submit an OF 1164 monthly for reimbursement.

13.4. Reference paragraph 7.5 for minor Supply items (at the discretion of the local USPFO).

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

14.1. ASP Timeline:

- 14.1.1. HQ ESGR will provide ASP guidance by the end of the 2nd quarter, each year, which includes State Committee budget allocation amounts for the following fiscal year.
- 14.1.2. The State Chair is responsible for the ASP development and timely submission in the proper format to HQ ESGR by April 30, each year. General guidance is as follows:
- 14.1.3. Employer and Military Outreach will be a minimum 60 percent of the State Committee budget combined.
- 14.1.4. Volunteer Training and Operations should not exceed 40 percent of the State Committee budget.
- 14.1.5. HQ ESGR will review the proposed ASPs and provide final approval by July 31, each year.

14.2. Budget Allocation

- 14.2.1. Subject to the availability of funding, funding will be distributed following mid-year review of budget execution and remaining requirements, with adjustments made as appropriate.
- 14.2.2. The use of a Continuing Resolution Authority in lieu of a full appropriation causes funding distributions to be based on the length of the Continuing Resolution Authority.
- 14.2.3. Budget execution reporting will follow the fiscal year guidance and be documented in EventPLUS.
- 14.2.4. 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 by the local USPFO prior to August 1, each year.

14.3. Funding Authorization Documents

- 14.3.1. Funding Authorization Documents are the primary means of transferring State Committee funding from HQ ESGR to the individual USPFO, through the ARNG.
- 14.3.2. Funding Authorization Documents distributions to USPFO for State Committee funding will normally occur on or about October 1 and April 30, of each year.
- 14.3.3. 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.
- 14.3.4. Subject to the availability of funds, HQ ESGR will ensure mid-year distribution of remaining fiscal year Funding Authorization Documents funding occurs by April 30, each year.

14.4. Unfunded Requirements

- 14.4.1. Unfunded Requirements are programs, activities, or mission requirements that were not included in the previous budget request but would be paid for with additional funds.
- 14.4.2. State Chairs are encouraged to identify Unfunded Requirements and submit emergent requirements to HQ ESGR as soon as the requirements are identified.
- 14.4.3. The process for Unfunded Requirements reviews and assessment for reprogramming of funds is the mid-year review process; however, the funding of Unfunded Requirements is identified within EventPLUS and approved on a case-by-case basis.
- 14.4.4. Unfunded Requirements will include a plan that clearly demonstrates the State Committee funding plan is fully obligated and additional funds are needed to conduct this mission essential task.

15. INFORMATION COLLECTION

- 15.1. EventPLUS records schedules, referred to in File Number 103-16 of the Office of the Secretary of Defense (OSD) Records Disposition Schedule, File Title: "Event Planning and Management Files – OSD Components Hosting DoD-Wide and/or International Events," has been assigned report control symbol: DAA-0330-2015-0002-0001 in accordance with Department of Defense Issuance (DoDI) 8910.01. Disposition is temporary. Cut off event/project files upon completion of event. Destroy 10 years after cutoff.
- 15.2. Event Planning and Management Files – Record schedules, referred to in File Number 103-17, File Title: "Event Planning and Management Files – OSD Components Hosting OSD-wide, Local and/or Internal Component Events," has been assigned report control

symbol: DAA-0330-2015-0002-0002 in accordance with DoDI 8910.01. Disposition is temporary. Cut off event/project files upon completion of event. Destroy 5 years after cutoff.

- 15.3. Budget Records – Records documenting administration of budget office responsibilities, referred to in File Number 206-03 of OSD Records Disposition Schedule Series 200, titled “Budget Administrations Records,” has been assigned report control symbol: DAA-GRS-2015-0006-0007 in accordance with DoDI 8910.01. Disposition is temporary. Cut off annually. Destroy 3 years after cutoff.

16. REPORTING RESPONSIBILITIES

- 16.1. State Committee metrics will be derived from the ESGR Portal Member Management System, Inquiry and Case Management System, and EventPLUS.

- 16.2. HQ ESGR is responsible for the following:

- 16.2.1. Monitoring State Committee metrics.
- 16.2.2. Review, approval, and auditing of events in EventPLUS.

- 16.3. State Committees are responsible for the following:

- 16.3.1. Entering all State Committee events and activity into EventPLUS.
- 16.3.2. Using approved registration tools for capturing event attendance. Recording ORF event attendance as required by DoDI 7250.13.
- 16.3.3. Maintaining gift logs.
- 16.3.4. Completing accurate after-action reports, in EventPLUS, to include the reporting of actual attendance of ORF events pursuant to DoDI 7250.13.
- 16.3.5. Obtaining end of quarter Status of Funds data from the local USPFO and ensuring the state budget reconciles with Status of Funds data.
- 16.3.6. Ensuring HQ ESGR has current contact information for State Budget Managers.

- 16.4. USPFOs are responsible for certifying the Status of Funds report to ARNG and other guidance issued by ARNG.

17. EFFECTIVE DATE

Effective as of the date of signature. ESGR will review this instruction on an annual basis.

Darren N. Bess, CAPT, USN
Executive Director

Enclosure 1

References

DoD Governmentwide Commercial Purchase Card Guidebook, March 1, 2025
DoD Instruction 1100.21, “Voluntary Services in the Department of Defense,” March 27, 2019.
DoD Instruction 7250.13, “Use of Appropriated Funds for Official Representation Purposes,”
May 22, 2023
DoD Instruction 8910.01, “DoD Implementation of the Paperwork Reduction Act,” December 5,
2022
ESGR Operating Instruction 1250.10, “Volunteer Management,” April 12, 2024
ESGR Operating Instruction 1250.31, “Outreach Program,” July 10, 2023
Joint Travel Regulations, current edition
Memorandum of Agreement between the Defense Human Resources Activity and Army
National Guard, September 22, 2021
United States Code, Title 10, Section 2241
United States Code, Title 38, Chapter 43

Enclosure 2

ACRONYM	MEANING
ARNG	Army National Guard
ASP	Annual spend plan
DoDI	Department of Defense Instruction
DTS	Defense Travel System
ESGR	Employer Support of the Guard and Reserve
GSA	General Services Administration
HQ ESGR	Headquarters, Employer Support of the Guard and Reserve
ITA	Invitational Travel Authorization
JTR	Joint Travel Regulations
NDEA	Non-DTS Entry Agent
OF	Optional Form
ORF	Official Representation Funds
OSD	Office of the Secretary of Defense
RC	Reserve Component
USERRA	Uniformed Services Employment and Reemployment Rights Act
U.S.C.	United States Code
USPFO	United States Property and Fiscal Officer
VST	Volunteer Support Technician

Definitions

Annual Spend Plan (ASP): A budget submitted by each State Committee projecting events and their associated cost for the upcoming fiscal year.

Department of Defense (DoD) personnel: Includes government civilians, military, and ESGR volunteers for the purposes of calculating ORF ratios.

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.

Fulfillment Points: The allotted number of points the Contract Office Representative provides to an authorized person to request items from the fulfillment provider.

Non-Defense Travel System Entry Agent (NDEA): NDEAs are non-accountable Service Members, DoD civilian employees, or contractor personnel. Non-accountable officials must not be appointed as Certifying Officers (CO) or Disbursing Officers (DO). NDEAs are authorized to input and digitally sign DTS vouchers (including local vouchers) for travelers that do not have reasonable access to DTS.

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 U.S.C. to further employer commitments. Expenditure of these funds will generally follow the policy in DoDI 7250.13 for usage of funds (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.

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.

United States Property and Fiscal Officer (USPFO): The 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.

Enclosure 3

Event Plus Event Guidance

Event Types	ORF/ NON- ORF	Projected attendee list required.	Attendance Reporting	Description	Approval	Required Elements
Employer Outreach						
Bosslift	ORF	YES	Required	ESGR <u>invites employers</u> to observe Service members performing military duties	VS	Agenda, projected attendee list, associated cost quotes
Briefing with the Boss (Employer Education & Other Briefings)	ORF	YES	Required	ESGR <u>invites employers</u> 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	NOT Required – open to public	ESGR is <u>being invited</u> to an event by an outside entity or ESGR is setting up an information table at an event	VS	Agenda, Event Flyer, Associated Event Cost, Copy of Advertisement, and cost. A copy of the associated tradeshow event advertisement with associated cost quotes, if applicable
Employer Recognition Event	ORF	YES	Required	ESGR invites employers to present employer awards	VS	Agenda, projected attendee list, associated cost quotes
Military Outreach						
National Conference (AUSA, NGAUS, ROA, etc.)	NON-ORF	Volunteers only	NOT Required – open to public	Volunteer attends the National Conference of a respective RC	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
Training Operations						
EXCOM and Leader Meetings	NON-ORF	YES	Required	Any state level volunteer meeting	VS	Agenda, projected attendee list, associated cost quotes
Volunteer Training	NON-ORF	YES	Required	Volunteer attends State Committee sponsored training	VS	Agenda, projected attendee list,

						associated cost quotes
HQ ESGR Training (NCT, OMB, VLTP)	NON-ORF	YES	Required	Volunteer attends a HQ ESGR sponsored training	VS	Projected attendee list
Supplies/ Equipment to Support Operations	NON-ORF	NO	Required	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	Required	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)

Enclosure 4

Guest Type as ORF Ratio Rational

Type of guest	Count as ORF	Rational
Employers not on orders	Yes	Local employer who receives a meal
Employers on Orders	No	Reimbursed for meals on travel voucher
Federal, State, and local dignitaries	Yes	Guest that attends from local area
Civilian news media	Yes	Media from local area
Volunteer not on orders (local)	Yes	Attending a hosted event
Volunteer on orders	No	Claims meal provided on travel voucher
Service members on orders	No	Already receives per-diem
Service members not on orders (local)	Yes	Local SM who receives a meal
DoD personnel	Yes	
Spouses	Yes	When appropriate to invite
TAG, or Senior Representative	Yes	

Any person on travel orders for any reason does not count in the ORF ratio.

Title 10 U.S. Code § 2241. Availability of appropriations for certain purposes (c) Activities of the National Committee for Employer Support of the Guard and Reserve. Amounts appropriated for operation and maintenance may, under regulations prescribed by the Secretary of Defense, be used by the Secretary for official reception, representation, and advertising activities and materials of the National Committee for Employer Support of the Guard and Reserve to further employer commitments to their employees who are members of a RC.

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.

The ratio of DoD personnel, including volunteers, to employers and honored guests at events funded with ORF is as follows:

- If the total group attendance is less than 30, at least 25 percent of the attendees must be employers.
- If the total group attendance is 30 or more, at least 50 percent of the attendees 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.

Who counts when calculating the ORF ratio: (basically anyone not on orders)

- Employers not on orders
- Federal, State, and local dignitaries
- Members of the news media.
- Volunteers not on orders
- DoD personnel

Note: Members that do not count in the ORF ratio includes a reservist on orders, employer on orders, and Active Duty Service members

When meals are provided: Anyone on Travel Orders will claim “Meal Provided” on travel voucher.

Example of calculation: A committee hosts a Briefing with the Boss with a meal:

- 30 employers
- 1 TAG
- 10 volunteers (4 on orders)
- 2 Local Army RC Representatives
- 1 Local Media

TOTAL: 44 people attending

- 30 employers count in the ratio calculation
- 1 TAG counts in the ratio calculation
- 6 Volunteers count in the ratio calculation
- 1 Local Media count in the ratio calculation
- 2 Army Reserve count in the ratio calculation

TOTAL: 40 counts towards ORF Ratio

ORF Ratio: Ratios are determined by comparing the number of DoD personnel to the number of employers and authorized employer guests.

Steps to determine ORF ratio:

- Divide the 30 (employers) by 40 (total ORF number) then multiply by 100
- $(30/40) \times 100 = 75\%$
- Round to the nearest whole.

CHANGE AND REVIEW LOG

Review the Instructions at least annually to ensure:

- (a) References are current
- (b) Changes in procedures are documented
- (c) Necessary revisions are published

Maintain this record throughout the life of the document.

Date	Author	Version	Summary of Change
12/30	Ray Carney	1	Updated references. Posted on TEAMS per request of VS in order to update. Sent to all ESGR Divisions.
1/3	Frank Huff	2	Updated paragraph 9.5 from previous revision
5/9	VS Staff	3	Updated throughout – adding specifics.
6/18	MAJ Lindsey Hinojosa	4	Accepted Changes recommended by staff.