



MARTIN O'MALLEY
GOVERNOR
COMMANDER-IN-CHIEF

STATE OF MARYLAND
MILITARY DEPARTMENT
FIFTH REGIMENT ARMORY
BALTIMORE, MARYLAND 21201-2288

JAMES A. ADKINS
MAJOR GENERAL
THE ADJUTANT GENERAL

MDNG-AG-CS

01 August 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: State Funding for Unit Events – Morale and Welfare

1. This memorandum supersedes the 1 October 2009 memorandum, State Funding for Unit Events – Morale and Welfare, from BG Peter C. Hinz, Chief of Staff (CoS), Maryland Military Department (MMD).
2. Pending availability of funding, the MMD may provide financial support to Maryland National Guard (MDNG) units for official functions and ceremonies that benefit the morale and welfare of the Soldiers and Airmen, such as Freedom Salutes, activations, inactivation's, special graduations (OCS/WOC/NCOC), deployments, redeployments, changes-of-command, and armory/facility dedications. Other events may also be eligible for State financial support if deemed appropriate and authorized by the Maryland Military Department Chief of Staff. Dining-in events, retirement functions, promotion functions, bull roasts, dances, social gatherings, etc., **will not** be approved for State financial support.
3. The level of State financial support will be based on the type of event and the number of invited guests expected to attend. Funding will generally be limited to the range in the table below. Requests for funding must have supporting documentation (number of attendees, menu, supplies list, equipment, other) and justification for consideration by the MMD CoS.

Unit Activation/Inactivation	\$300-\$500
Deployments/Redeployments	\$300-\$500
Freedom Salutes	\$300-\$500
Change of Command	\$200-\$300
Armory/Facility Dedication	\$300-\$500
Special Graduation Events (OCS/NCOC)	\$300-\$500
Military Review (1-175 th IN BN)	\$500-\$800

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4. All State financial support provided to units should be augmented whenever possible with non-State funding from unit funds, the Maryland National Guard Foundation, or other sources. To minimize the burden on State financial support, units should always consider combining their available resources before requesting funds. Funds will not be used to provide meals. Funds are intended for light refreshments only.
5. Competition between vendors and supplies is required by State regulations to ensure best value and fair practice policies are being followed. Requestors can contact the MMD procurement office (jarboem@mdmildep.org) for guidance and assistance. Vendors will be paid by State credit card or purchase order; checks made out to unit individuals will not be approved. Repeated use of a single vendor will be cause for disapproval by MMD CoS.
6. All requests for funding must be submitted (using the attached morale and welfare form) through the Chief of Staff Army or Director of Staff Air to the MMD CoS **thirty (30) days** prior to the event to allow sufficient time for review of documentation and processing. Once approved by the MMD CoS, the procurement will be processed by the Military Department of Finance.
7. Once the funded event is complete, original invoices/receipts, and attendance/sign-in rosters must be provided to the State Finance Office with five (5) working days following the event. Unauthorized expenses or authorized expenses not adequately supported by invoices/receipts will not be paid for.
8. All questions and concerns should be directed to Mr. Joe Hambrick, MMD Chief of Finance, at (410) 234-3828.

FOR THE ADJUTANT GENERAL:

Enclosure



Annette M. Deener

BG (Ret), MDARNG

Chief of Staff

Maryland Military Department

DISTRIBUTION:

TAG

TAAG's

CoS (JFHQ)

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XO

Major Commands

Armory Managers



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MORALE AND WELFARE FUND
 REQUEST FOR STATE FUNDING

Date _____

Unit _____

Event Name _____

Event Date _____

Location _____

Estimated Number of Guests _____

Estimated Costs:

Food \$ _____

Supplies \$ _____

Equipment Rental \$ _____

Other (Specify _____) \$ _____

Total Estimated Costs \$ _____

Funding Sources:

Matching Funds (Source _____) \$ _____

State Funds Requested \$ _____

Approvals:

Unit Commander:

Signature _____ Date _____

Chief of Staff-Army/ESSO-Air:

Signature _____ Date _____

State Chief of Staff:

Signature _____ Date _____