



MARTIN O'MALLEY
GOVERNOR
COMMANDER IN CHIEF

STATE OF MARYLAND
MILITARY DEPARTMENT
FIFTH REGIMENT ARMORY
BALTIMORE, MARYLAND 21201-2218

JAMES A. ADKINS
MAJOR GENERAL
THE ADJUTANT GENERAL

MEMORANDUM

Date: July 28, 2011

From: Chief of Staff, Maryland Military Department

To: State's Program Managers and Support Personnel

Subject: **State's Programs Fiscal Accountability**

[Handwritten signature]
28 July 2011

The Maryland Military Department continues to review and assess our fiscal procedures in all the areas of responsibilities, both internal and external. Our goal is to maximize the execution of state and federal funds impacting our day to day responsibilities, as well as to ensure that proper internal controls are in effect. Moreover, when appropriate we must change or modify our current business practices.

As Program Managers and Support personnel, we are responsible to ensure that all transactions in our program/s, regardless of funds source are properly executed following applicable State's regulatory and statutory guidelines.

Effective immediately, the Maryland Military Department will implement the following procedures:

1. All procurement and personnel hiring actions requiring federal reimbursable funds must be approved in writing by the Federal Program Managers and the State Program Managers. This must not only be a collaborative effort, but with written signature approval for execution of funds. (See attachment #1 with a current listing of State and Federal Program Managers for each Cooperative Agreement Appendix. The list is by position, title only and specifics must be provided yearly and /or as changes occur).
2. Delegation of signature authority by any State or Federal program manager must be documented in writing, approved by your Director, Chief of Staff or Senior Manager with overall responsibility for the Program Manager. This delegation of authority will be provided to the State Financial Officer for final review/acceptance for fiscal compliance.
3. State Purchase Requisitions (See attachment #2) for procurement actions and the State Hiring Request Form (See attachment #3) for personnel hiring actions will require the signature of both federal and state managers whenever federal funds are involved. The fund source must be included on the requisition, as well as any pertinent information.
4. Procurement and /or personnel actions which do not require federal funds will be processed following similar guidance above but will not require the federal manager signature. Any action that fails to meet these above established guidelines will be returned to the originator without action. No exceptions other than actions personally originated by the TAG will be processed.

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I have read this memorandum and agree to comply with all of its provisions:

 Printed Full Name Title

 Signature Date

Appendix #	Appendix Name	State PM	Email	Federal PM	Email
1	ARRNG Facilities	Trescott	trescotts@mdmildep.org	LTC Cole	christopher.j.cole@us.army.mil
2	ARRNG Environmental	Trescott	trescotts@mdmildep.org	LTC Cole	christopher.j.cole@us.army.mil
3	ARRNG Security Guards	Trescott	trescotts@mdmildep.org	COL Yaukey	andrew.yaukey@us.army.mil
4	ARRNG Electronic Security, O&M	Trescott	trescotts@mdmildep.org	LTC Cole	christopher.j.cole@us.army.mil
5	ARRNG Telecommunications	Trescott	trescotts@mdmildep.org	MAJ Schott	john.schott@us.army.mil
6	ARRNG Aviation	N/A	N/A	N/A	N/A
7	ARRNG Sustainable Range	Trescott	trescotts@mdmildep.org	LTC Cole	christopher.j.cole@us.army.mil
8	ARRNG Full Time Dining	N/A	N/A	N/A	N/A
10	ARRNG Anti-Terrorism	Trescott	trescotts@mdmildep.org	COL Yaukey	andrew.yaukey@us.army.mil
14	ARRNG Office of the Chief	N/A	N/A	N/A	N/A
15	ARRNG Air & Surface POL	N/A	N/A	N/A	N/A
17	ARRNG Aviation Reimbursable Maintenance Operations	N/A	N/A	N/A	N/A
19	ARRNG Supplementary Transportation	N/A	N/A	N/A	N/A
40	ARRNG Distance Learning	Trescott	trescotts@mdmildep.org	MAJ Schott	john.schott@us.army.mil
21	ANG Facilities Operation & Maintenance	LtCol McDonald	mike.mcdonald@ang.af.mil	MSGt Sullivan	nathan.sullivan@ang.af.mil
22	ANG Environmental	LtCol McDonald	mike.mcdonald@ang.af.mil	LtCol Loebach	peter.loebach@ang.af.mil
23	ANG Security Guard	LtCol McDonald	mike.mcdonald@ang.af.mil	MSGt Gray	stephen.gray@ang.af.mil
24	ANG Fire Protection	LtCol McDonald	mike.mcdonald@ang.af.mil	MSGt Viands	marino.viands.ang.af.mil
25	ANG Natural and Cultural Resources Mgmt.	N/A	N/A	N/A	N/A
26	ANG Air Traffic Control	N/A	N/A	N/A	N/A
27	ANG Logistics	N/A	N/A	N/A	N/A
28	ANG Services Resource Program	N/A	N/A	N/A	N/A
30	ANG Combat Readiness Training Center	N/A	N/A	N/A	N/A
41	State Family Program Activities	N/A	N/A	N/A	N/A
NA	NG Youth Challenge	Young	youngpr@mdmildep.org	LTC Kastnor	paul.t.kastnor@us.army.mil

MILITARY DEPARTMENT STATE REQUISITION

NOTE: All areas must be completed prior to submission.

DATE _____

FROM:
Email address:

SHIP TO:

PROGRAM DEPARTMENT: _____

PHONE NUMBER: _____
(Cell preferred)

Requested by: (Name/Location)		Charge to: FED# STATE#		Purpose:	
Item	Quantity	Description	Price	Amount	

If requesting a specific vendor, give name, street address, phone number and email address:

<p style="text-align: center;">Federal Program Manager Approval</p> <p>NAME _____</p> <p>_____</p> <p>DATE _____</p> <p>TITLE _____</p> <p>_____</p> <p>SIGNATURE: _____</p>	<p style="text-align: center;">State Program Manager Approval</p> <p>NAME _____</p> <p>_____</p> <p>DATE _____</p> <p>TITLE _____</p> <p>_____</p> <p>SIGNATURE: _____</p>	<p style="text-align: center;">Purchasing Approval</p> <p>NAME _____</p> <p>_____</p> <p>DATE _____</p> <p>TITLE _____</p> <p>_____</p> <p>SIGNATURE: _____</p>
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NOTE 1. When possible description must have complete nomenclature and model number(s).
NOTE 2. Send the original and 3 copies to Contracting and Procurement Office



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JAMES A. ADKINS
MAJOR GENERAL
TITLE ADJUTANT GENERAL

**NOTIFICATION OF INTENT TO
FILL A VACANT POSITION**

Program:

Hiring Manager or Contact Person:

Phone:

Classification: Class Code: Salary Grade (Permanent)

Note: Please indicate the proposed classification if there have been significant changes to the position. For salaries above base, please indicate the maximum starting salary, taking into account the usual salary increases.

Indicate one: Permanent Contractual Agency Temp Temporary Noncontractual*

*Also referred to as temporary emergency. Limited to six months and cannot be renewed.

PIN: Service: Skilled Special Appointment? Yes No

Name of Previous Incumbent: Work Location:

Type of Recruitment: Military Department Promotional Only
 Statewide Promotional Only
 Open and Promotional

Type of Advertisement: DBM Webpage Newspaper Other, as noted

Please attach the following:

- Current position description (Form MS-22) signed by the supervisor and program manager
- Current organization chart with appropriate approval signature(s)
- Interview questions with justification for each (recommended). We also recommend you forward questions to the Director of Program Equity for review and comment before you conduct interviews.
- If applicable, selective qualifications and special requirements and justification

By authorizing this recruitment, the Program Manager(s) certifies(y) funds are available for the recruitment, to include paid advertisements, and hiring of employee for this position. Requests involving positions funded with federal funds must also be signed by the appropriate federal program manager.

Federal Program Manager Signature (if applicable)

Date

State Program Manager Signature

Date