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.

<table>
<thead>
<tr>
<th>Event</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Activation/Inactivation</td>
<td>$300-$500</td>
</tr>
<tr>
<td>Deployments/Redeployments</td>
<td>$300-$500</td>
</tr>
<tr>
<td>Freedom Salutes</td>
<td>$300-$500</td>
</tr>
<tr>
<td>Change of Command</td>
<td>$200-$300</td>
</tr>
<tr>
<td>Armory/Facility Dedication</td>
<td>$300-$500</td>
</tr>
<tr>
<td>Special Graduation Events (OCS/NCOC)</td>
<td>$300-$500</td>
</tr>
<tr>
<td>Military Review (1-175th IN BN)</td>
<td>$500-$800</td>
</tr>
</tbody>
</table>
MDNG-AG-CS
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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 (jmaroem@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:

Annette M. Deener
BG (Ret), MDARNG
Chief of Staff
Maryland Military Department

Enclosure

DISTRIBUTION:
TAG
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Major Commands
Armory Managers
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 ______________

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