



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

MEMORANDUM TO: Major Support Commands  
 FROM: COL (RET) Francis Templon, State Chief of Staff

May 6, 2004

*Francis D. Templon 11 May 2004*

SUBJECT: State Funding for Unit Activation, Change of Command and Facility or Armory Dedication Ceremonies

Pending availability of funding, the Maryland Military Department will provide financial support to MDNG units for activations, special graduations events (OCS, Enlisted), change of command ceremonies, and/or armory/facility dedication ceremonies. Other official functions and ceremonies may also be eligible for State financial support if deemed appropriate and authorized by the State Chief of Staff.

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 an amount within the following ranges:

|  |                 |
|--|-----------------|
| Unit Activation                                    | \$400 - \$600   |
| Facility/Armory Dedication                         | \$400 - \$500   |
| Change of Command (Brigade Level)                  | \$200 - \$400   |
| Military Review (I-175 & 2-110 <sup>th</sup> only) | \$600 - \$1,000 |

All State financial support provided to units must be matched with non-State funding from unit funds, the MNG Foundation or other sources. Requests for funding greater than the levels indicated above and/or waiver of the matching requirement must be justified and approved by the State Chief of Staff.

All requests must be submitted (using the attached form) through the Chief of Staff for Army or the ESSO for Air to the State Chief of Staff. Once all approvals are obtained, the request is to be forwarded to the State Finance Office, Fifth Regiment Armory (Attn: Joyce Sommer) for processing. All funding requests are to be received by the Office of Finance at least 10 working days before funds are needed.

Original invoices and/or receipts must be provided to the State Finance Office within five (5) working days following the event. Unauthorized expenses or authorized expenses not adequately supported by invoices/receipts must be repaid.

If you have any questions, please contact Joe Hambrick, Chief of Finance, at 410 234-3828.

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ENCLOSURE



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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

