

VDFR 37-1

# **Virginia Defense Force Financial Operations and Procurement**

**VIRGINIA DEFENSE FORCE HEADQUARTERS  
5001 WALLER ROAD  
RICHMOND, VIRGINIA 23230**

**01 July 2020**

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### **1. PURPOSE**

The purpose of this regulation is to describe the source(s) of funds for the Virginia Defense Force (VDF) and the authority and procedures for the spending of these funds for the procurement of supplies and equipment.

### **2. REFERENCES**

- a. VAFA memorandum of 31 January 2014, subject: Financial Operations and Procurement.
- b. Executive Order 33 (2006), subject: Enhancing Opportunities for Small, Women and Minority (SWaM) Businesses.
- c. Department of Accounts Small Purchase Charge Card (SPCC) program.
- d. Department of General Services, eVa Procurement Portal mandatory source list.
- e. Commonwealth Code 44-113 and 44-137 (as amended in 2014).
- f. The Adjutant General memorandum of 10 July 13, subject: Directive on the Disposition of All Unauthorized of VDF Unit Funds and/or Accounts.
- g. Commonwealth Voyager motor vehicle fuel credit card program.
- h. Title 32 USC 109, Maintenance of Other Troops.
- i. National Guard Regulation 10-4, State Defense Forces.
- j. VDMA Procurement Policy # VDMA- VAFA – 03 Change #02 dated 01 Nov 2019
- k. Agency Procurement and Surplus Property Manual – Commonwealth of Virginia Department of General Services
- l. VDMA Small Purchase Card Policies and Procedures
- m. Article 6 Ethics in Public Contracting

### **3. PROPONENT**

The VDF Unit Administrator is the proponent for this regulation. The VDF Unit Administrator is a civilian employee of the Commonwealth of Virginia reporting to the Department of Military Affairs (DMA) Director of Personnel and Administration.

### **4. SOURCES OF FUNDS**

The VDF receives appropriated funds from the Commonwealth through the Department of Military Affairs. Appropriated funds may be general funds and other special funds so designated by the legislature. The VDF may also obtain appropriated funds from Commonwealth localities per reference 4 e (1).

- a. All VDF funds received will be under the oversight of the Department of Military Affairs Director of Fiscal Operations.

- b. So-called unit funds or other unofficial funds are not authorized. Private accounts are not sanctioned by the VDF. Any private accounts maintained by VDF members will not contain references to the Department of Military Affairs or the Virginia Defense Force. No cash will be stored overnight in any armory space used by the VDF.
- c. Department of Defense (DoD) funds, supplies and equipment are not authorized for the VDF.
- d. Other Federal, non DoD funds, equipment and supplies may be made available to the VDF. Sources of such funds, such as from the Department of Homeland Security, will be through Commonwealth channels to the Department of Military Affairs for allocation to the VDF (upon TAG approval).
- e. Funds obtained from localities may be either general or special in nature.
  - (1) Special funds are funds provided by the locality for a specific purpose or event, such as the Apple Blossom Festival. The locality will indicate its intention to provide such funds as part of the established VDF G3- JFHQ J3 community support event approval process.
    - (a) Localities will make such funds payable to the Treasury of Virginia and remit them to the Department of Military Affairs, Director of Fiscal Operations, Bldg 316, Ft Pickett, Blackstone, VA 23824.
    - (b) Special funds will be obligated and disbursed in accordance with existing VAFA procedures under the supervision of the DMA Director of Fiscal Operations.
    - (a) The VDF will publish an implementing Letter of Instruction (LOI) to VDF units on the funding process for each JFHQs approved special event. The VDF Unit Administrator will maintain separate accounting of locality-provided special funds.
  - (2) Funds of a general nature provided by localities to the VDF will be treated the same as general funds appropriated by the legislature, with the exception that they will be expended in support of the local unit or units so designated by the locality.
    - (b) Such funds will be obligated and disbursed in accordance with existing VAFA procedures under the supervision of the DMA Director of Fiscal Operations.
    - (c) Localities will make such funds payable to the Treasury of Virginia and remit them to the Department of Military Affairs, Director of Fiscal Operations, Bldg 316, Ft Pickett, Blackstone, VA 23824.
    - (d) The VDF Unit Administrator will maintain separate accounting of locality-provided general funds and ensure that these funds are spent in support of the locality-designated unit or units.

## **5. AUTHORITY TO OBLIGATE AND DISBURSE FUNDS**

- a. The authority to obligate funds within the VDF resides with the VDF Unit Administrator.

- b. The authority to disburse VDF funds resides with the Department of Military Affairs Director of Fiscal Operations and those subordinate Commonwealth employees he so designates.
  - (1) The Department of Military Affairs Director of Fiscal Operations and those subordinate Commonwealth employees he so designates may also obligate funds on behalf of the VDF.
  - (2) The Director of Personnel and Administration has obligation authority over the payroll submission of the VDF Unit Administrator.
- c. VDF members do not have the authority to bind the Commonwealth or obligate funds.
- d. The Commonwealth disburses funds only after the goods or services ordered have been either delivered or performed.
- e. This regulation is not applicable to State Active Duty payments to VDF members placed on State Active Duty by the Department of Military Affairs.

## **6. VDF OBLIGATION INSTRUMENTS**

- a. The Small Purchase Charge Card (SPCC): The VDF will make maximum use of the SPCC's assigned to its Commonwealth employees for obligation transactions.
  - (1) The review and approval of the monthly statements of SPCC cards assigned to the VDF is the responsibility of the VDF Unit Administrator.
  - (2) The review and approval of the monthly statement of SPCC cards assigned to the VDF Unit Administrator is the responsibility of the VDF Commanding General.
- b. DMA Voucher Transmittal: Voucher transmittals are used to transmit invoices to DMA for payment for goods and services that cannot be completed by SPCC action.
- c. Individual Travel Vouchers: Individual travel vouchers are used to make per-diem payments, reimburse mileage expenses and miscellaneous travel expenses, such as tolls, to VDF members authorized official travel. The authority to authorize official travel resides with the Department of Military Affairs Director of Fiscal Operations and those subordinate Commonwealth employees he so designates, and is processed through the VDF Unit Administrator.
- d. Voyager Fuel Cards: Voyager fuel cards are used to fuel Commonwealth-owned vehicles assigned to the VDF. VDF personnel in a duty status, even if unpaid, may use the Voyager fuel credit card. The Voyager cards are limited to fuel only purchases and may not be used for any other purpose.
  - (1) Units are responsible to forward all fuel receipts from the Voyager fuel cards to the VDF Unit Administrator, 5001 Waller Rd, Richmond, VA 23230, no later than the 10<sup>th</sup> of the month for charges made in the preceding month.

- (2) The VDF Unit Administrator will reconcile receipts with the Voyager fuel card report provided by DMA VAFA.
- e. Payroll Documents: VDF payroll documents are an obligation on the Commonwealth.
  - (1) The VDF Unit Administrator, as the supervisor of the VDF Commonwealth employees is responsible for the verification and submission of bi-monthly payroll sheets to DMA VAFA per the schedule published by VAFA annually.
  - (2) The Department of Military Affairs Director of Personnel and Administration is responsible for the verification and submission of the bi-monthly payroll sheet of the VDF Unit Administrator to DMA VAFA per the schedule published by VAFA annually.

## 7. PROCUREMENT

- a. VDF procurement of supplies and equipment will be accomplished through approved Commonwealth channels in accordance with applicable laws, regulations, use of mandatory sources and other such guidance provided by the Department of Military Affairs Director of Fiscal Operations.
- b. Local procurement by VDF members is not authorized with the following exceptions:
  - (1) Members will be reimbursed for postage and courier services (FedEx, DHL, etc.) that are required to perform their VDF duties. Reimbursement will be claimed on an Expense Reimbursement Voucher (Appendix A), and turned into the Unit administrator along with the original receipts within ten business days of the expense.
  - (2) Members will be reimbursed for fuel purchased for rental or leased vehicles that have been leased by the VDF and used during VDF training/missions. Reimbursement will be claimed on an Expense Reimbursement Voucher (Appendix A), and turned into the Unit administrator along with the original receipts within ten business days of the expense.
  - (3) The VDF, as an arm of the Commonwealth, as such is exempt from paying state sales tax. Any sales tax paid will not be reimbursed to individual VDF members.
- 1. FISCAL YEAR COMPLIANCE: The VDF operates on the Commonwealth's fiscal year, which runs from 1 July to 30 June annually. All obligations and disbursements of VDF appropriated general funds must occur within the specified fiscal year. All appropriated general funds expire at the end of the fiscal year. Unlike the federal system, an obligation does not extend those funds into the next fiscal year.
- 2. RECONCILIATION: The VDF Unit Administrator will reconcile all disbursements made under the VDF accounts with the staff at VAFA on a monthly basis. Any and all discrepancies noted will be immediately reported to the DMA Director of Fiscal Operations or his designee for resolution.

## 8. VDF REQUEST PROCESS

- a. VDF Member completes Requestor portion of VDF Requisition Form (Appendix B) and submits it through his chain of command to the Major Subordinate Commander (MACOM) for approval. Example of a MACOM are 1<sup>st</sup> Regiment, FOR HQ, and the Support Operations Group.
- b. MACOM Commanders will review the request for validity and ensure the request is completed properly. If approved the MACOM Commander will forward to the G4 for budget approval.
- c. G4 will review the request for validity and ensure the request is completed properly. If form is complete, the G4 will ensure it meets the Commanding General's guidance for budget expenditure for the current budget year. If approved the G4 will forward form to the Unit Administrator for processing.
- d. Unit Administrator will review the request for validity and ensure the request is completed properly. If the form is complete, the UA will find a vendor that meets all the regulatory procurement guidelines and purchase request.
- e. When the equipment is delivered to the VDF, the Property Book Administrator will receive the equipment and properly issue to requestor on a hand receipt.

### Appendix A:



Blank  
Travel\_Reim\_Form\_20

### Appendix B:



VDF Requisition  
Form\_June 2020 Fill:



# VDF REQUISITION FORM



Requestor:	Date:
Unit:	Need By Date:

<b>DESCRIPTION OF NEED OR SCOPE OF WORK (Add attachment if needed)</b>

Suggested Vendor:
Weblink for example of product:
Estimated cost, based on weblink:

<b>MACOM APPROVAL</b>	
<input type="checkbox"/> Approve <input type="checkbox"/> Deny	
Commander Signature:	Date:
Printed Name:	

<b>G4 BUDGET APPROVAL</b>	
<input type="checkbox"/> Approve <input type="checkbox"/> Deny	
G4 Signature:	Date:
G4 Printed Name:	

<b>Reason for Denial:</b>

<b>VDF ACTIVE DETACHMENT ONLY</b>			
<b>Procurement Procedure Used:</b> <input type="checkbox"/> Single Quote <input type="checkbox"/> QQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP <input type="checkbox"/> Contract			
<b>eVA Exempt:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>DMBE Certified SWaM Vendor:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Vendor Registered in eVA:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			

<b>AWARDED VENDOR</b>		
Vendor Name:		
Vendor Address:		
City	State	Zip

<b>COMMENTS</b>

Signature:	Date:
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<b>RECEIVED BY</b>	Name:	Signature:	Date:
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<b>Condition Received</b>
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# TRAVEL EXPENSE REIMBURSEMENT VOUCHER

DEPARTMENT, INSTITUTION, OR AGENCY

**DMA-VDF**

PREPARE WITH INK OR TYPEWRITER. USE ADDITIONAL SHEETS WHEN NECESSARY

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ - \_\_\_\_\_

Vendor ID: \_\_\_\_\_ - \_\_\_\_\_ Suffix: \_\_\_\_\_

## PERSONAL VEHICLE USE STATEMENT - STATE EMPLOYEES ONLY

PERSONAL VEHICLE - COST BENEFICIAL TO THE STATE - PERSONAL MILEAGE RATE

STATE VEHICLE - NOT AVAILABLE OR ACCESSIBLE - PERSONAL MILEAGE RATE

STATE VEHICLE - AVAILABLE OR NOT REQUESTED - FLEET RATE

I HEREBY CERTIFY THAT EXPENSES LISTED BELOW WERE INCURRED BY ME ON OFFICIAL BUSINESS OF THE COMMONWEALTH OF VIRGINIA AND INCLUDE ONLY SUCH EXPENSES AS WERE NECESSARY IN THE CONDUCT OF BUSINESS.

STATE EMPLOYEE?  YES  NO

SIGNATURE OF TRAVELER \_\_\_\_\_ DATE \_\_\_\_\_

TITLE \_\_\_\_\_

I HEREBY CERTIFY THAT THE TRAVEL UNDERTAKEN IN THIS REIMBURSEMENT VOUCHER HAS BEEN REVIEWED AND APPROVED AS NECESSARY FOR THE CONDUCT OF BUSINESS OF THE COMMONWEALTH.

TRAVELER'S SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_

1. DATE	2. LOCATION AT WHICH EXPENSE WAS INCURRED. POINTS BETWEEN WHICH TRAVEL WAS NECESSARY, METHOD OF TRANSPORTATION USED AND MILEAGE RATE ALLOWED. EACH DAYS EXPENSES MUST BE SHOWN SEPARATELY.	3. MILES TRAVELED	4. MILEAGE	5. AUTO EXPENSE (ITEMIZE IN SECOND COLUMN)	6. PER DIEM AMOUNT	7. LODGING	8. OTHER (ITEMIZE IN SECOND COLUMN)	AMOUNT

I certify all computations are correct and that all necessary and required receipts are attached. Initial \_\_\_\_\_

**TOTALS**

VOUCHER NUMBER \_\_\_\_\_ DATE(MMDDYY) \_\_\_\_\_

**PURPOSE OF TRIP**

<input type="checkbox"/> CONFERENCE	<input type="checkbox"/> PRESENTATION	<input type="checkbox"/> EXTRADITIONS
<input type="checkbox"/> ATHLETICS	<input type="checkbox"/> INVESTIGATIONS	<input type="checkbox"/> FIELD WORK
<input type="checkbox"/> RECRUITMENT	<input type="checkbox"/> EDUCATION	<input type="checkbox"/> OTHER (EXPLAIN)

VDF - Fuel Reimbursement for rental vehicles

TOTAL SHEET 2

**GRAND TOTAL**

**AMOUNT ADVANCED**

**Payment/(Due to Agency)**

TRANS	AGENCY	GLA	FUND		FFY	PROGRAM			OBJECT	REVENUE SOURCE	AMOUNT	PROJECT		
			FUND	DET		PROG	SUB	ELE				PROJECT	TK	PH
COST CODE	FIPS	PSD	AGENCY REFERENCE			INVOICE		DUE DATE		REFERENCE DOC		1099	CHECK IF CONTINUATION SHEET ATTACHED <input type="checkbox"/>	
						DATE	NUMBER	MM	DD	YY	NUMBER			SX
DESCRIPTION						CURRENT DOCUMENT NUMBER		SX	SUBSIDIARY ACCOUNT	MULTI-PURPOSE	1099			



# TRAVEL EXPENSE REIMBURSEMENT VOUCHER

DEPARTMENT, INSTITUTION, OR AGENCY

Agency No. \_\_\_\_\_

## CONTINUATION SHEET

PREPARE WITH INK OR TYPEWRITER. USE ADDITIONAL SHEETS WHEN NECESSARY

Voucher Number \_\_\_\_\_

1. DATE	2. LOCATION AT WHICH EXPENSE WAS INCURRED. POINTS BETWEEN WHICH TRAVEL WAS NECESSARY, METHOD OF TRANSPORTATION USED AND MILEAGE RATE ALLOWED. EACH DAYS EXPENSES MUST BE SHOWN SEPARATELY.	3. MILES TRAVELED	4. MILEAGE	5. AUTO EXPENSE (ITEMIZE IN SECOND COLUMN)	6. PER DIEM AMOUNT	7. LODGING (SHOW PULLMAN SEPARATELY)	8. OTHER (ITEMIZE IN SECOND COLUMN)	AMOUNT
<b>TOTALS</b>								