



# PLANNING TOOL



***FOR THOSE WHO SERVE & THOSE WHO SUPPORT***



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## **Introduction**

The **mission** of the Yellow Ribbon Reintegration Program (YRRP) within the Marine Corps is to connect Reserve Marines, attached Sailors, their families, and authorized designees with resources throughout and beyond the deployment cycle at prescribed intervals as directed in DoDI 1342.28, *DoD Yellow Ribbon Reintegration Program*.

Many Reservists are geographically dispersed and without the support traditionally offered aboard military installations, making it difficult to access information and services in order to help them and their families cope with the demands of military life, especially deployment. Through YRRP, service members and those who support them have access to programs, services, referrals, and proactive outreach opportunities to minimize stress and maximize resiliency during all phases of deployment and reintegration.

MARFORRES Marines and Sailors who have deployed to other countries for at least 90 consecutive days, and their families, are eligible for services and training funded by the YRRP up to 180 days after demobilization. Service members and their families are not required to attend, however, there is a legal requirement for the training to be provided. Additionally, referrals and services are available at any time under the YRRP umbrella which has been embedded within the Unit Personal and Family Readiness Program.

The YRRP was developed to support post-deployment reintegration for Reserve Component Service members, their families, and other authorized designees. The Commander of Marine Forces Reserve is responsible for the functionality of the Marine Corps' YRRP.

**The Yellow Ribbon Reintegration Program is a Commander's program within the Marine Corps and it is necessary that the unit commander determines the scope of the training. Training should be tailored to the specific needs of his or her unit based on that specific deployment.**

Programs should be conducted in a timely manner in geographically centralized locations in order to take full advantage of accessible resources near where the Marines and Sailors reside. In many instances with individual augmentees and small detachments, commanders may choose to do small briefs or one-on-one sessions or they may take advantage of YRRP events being conducted locally to meet the needs of their Marines and Sailors and families. ([www.yellowribbon.mil](http://www.yellowribbon.mil)). Distance learning options coordinated by the FRO may also be utilized.

**NOTE: The 60 day – 6 month no drill/annual training policy is not applicable to YRRP events per USECDEF Memo dtd 2 April 2008. "Reintegration programs are separate from the standard drill and annual training requirement and as such, the 60 day/6 month restrictions provided remain in effect for all other IDT and AT purposes."**

## GLOSSARY

AC/S	Assistant Chief of Staff
ADOS	Active Duty for Operational Support
APC (Comptroller)	Agency Program Coordinator
AT	Annual Training
CEI	Civilian Employment Information
CMFR	Commander, Marine Forces Reserve
COSC	Combat Operational Stress Control
DEERS	Defense Enrollment Eligibility Reporting
DMO	Distribution Management Office
DOL	Department of Labor
DTS	Defense Travel System
ELK	Event Loaner Kit
ESGR	Employer Support of the Guard and Reserve
FRO	Family Readiness Officer
GCPC	Government Contracting Purchase Card
GSA	General Services Administration
HHQ	Higher Headquarters
IDT	Inactive Duty for Training
ITO	Invitational Travel Orders
LOA	Line of Accounting
MCCS	Marine Corps Community Services
MCCS FMS	MCCS Financial Management Section
MCFTB	Marine Corps Family Team Building
MCR	Marine Corps Reserve
MER	Marriage Enrichment Retreats
MFS	Memorandum Fiscal System
MROWS	Marine Reserve Orders Writing System
MSC	Major Subordinate Command
OCONUS	Outside the Contiguous United States
O&M Funds	Operations and Maintenance Funds
OPSEC	Operational Security
OSC	Operational Stress Control
PC	Program Coordinator
PHOP	Psychological Health Outreach Program
PM	Program Manager
RPMC (Comptroller)	Reserve Personnel, Marine Corps
SAPR	Sexual Assault Prevention and Response
SDN	Standard Document Number
SMCR	Selected Marine Corps Reserve
TAD	Temporary Additional Duty
TAMP	Transitional Readiness Seminar
TDP	Tricare Dental Plan
TOP Database	Transportation of Personnel Database
UPFRP	Unit Personnel and Family Readiness Program
VA	Department of Veterans Affairs

## YELLOW RIBBON REFERENCES

1. Public Law 110-0181                      Subtitle H Military Families Sec: 582 Yellow Ribbon Reintegration Program (January 2011 updates included.)
2. DODI 1342.28                              DoD Yellow Ribbon Reintegration Program (YRRP)
3. MARADMIN 126/09                        Implementation of the Yellow Ribbon Reintegration Program within Family Readiness Programs
4. MCO 7300.22A                              Controlling Conference Costs
5. FO 7300.1A W/CH 1                        Conferences (FO 7300 cancelled)
6. MARADMIN 229/07                        Conference Fees
7. CMC Green Letter 03-09                   Controlling Conference Costs
8. OSD Memo 3 April 07                      Payment of fees for Guest Speakers, Lecturers & panelists
9. FO 1754.9                                  Marine Forces Reserve Unit, Personal & Family Readiness Program
10. Appendix E (JFTR/JRT)                   Invitational travel Authorizations
11. FPL 11-12                                  Execution of Yellow Ribbon Funds in support of Yellow Ribbon Training events
12. Yellow Ribbon Program Yellow Ribbon Event/Conference Request Rules
13. MCO 1754.9A                              Unit, Personal & Family Readiness Program (UPFRP)
14. MCO 5351.1                                Combat and Operational Stress Control Program
15. MCO 3000.19B                            Marine Corps Total Force Mobilization, Activation, Integration, and Deactivation Plan
16. USECDEF MEMO  
    dtd 2 APRIL 2008                        Change to Current Mobilization/Demobilization Personnel and Pay Policy



### **Deployment Cycle Support Processes**

1. Deployment support and reintegration programs shall be provided in all phases of deployment, including but not limited to pre-deployment, deployment, post-deployment and reintegration phases.
2. A YRRP event is defined as any event that provides deployment cycle support to service members and their families for OCONUS deployments of 90 consecutive days or more.
3. Unit commanders, command teams and FROs will identify YRRP events to be conducted.
  - a. Unit commanders and FROs identify a YRRP event by the following measures:
    - (1) Events such as Pre-Deployment Workshops, During Deployment Workshops, Return and Reunion Workshops, or Post-Deployment Workshops.
    - (2) Events that provide deployment and reintegration support for service members, IAs and their families. “Families” and “family members” include spouse, children, significant others, parents/extended family members and those designated by the service member.
    - (3) Event activities focus on providing education and ensuring the readiness of service members, their families, employers, and affected communities for the deployment cycle. Informational agencies and activities may include but are not limited to the following throughout the deployment cycle:
      - (a) Marine Corps Family Team Building
      - (b) Military One Source
      - (c) TRICARE
      - (d) Employer Support of the Guard and Reserve
      - (e) Combat Operational Stress Control – In accordance with MCO 5351.1
      - (f) Personal financial management
      - (g) Military Family Life Consultant
      - (h) Navy and Marine Corps Relief Society
      - (i) Fleet and Family Support Center
      - (j) American Red Cross
      - (k) Department of Veterans Affairs
      - (l) Defense Enrollment Eligibility Reporting
      - (m) Department of Labor
      - (n) Marriage Enrichment Retreats
      - (o) Legal such as wills, power of attorneys, etc.
      - (p) Youth programs and counseling
      - (q) Sexual Assault Prevention and Response .
      - (r) Family care plans
      - (s) Pay and entitlements
      - (t) OPSEC briefs
      - (u) Unit/area Specifics

#### 4. YRRP Event and Funds Request/Approval Process.

##### a. Planning an event

(1) Commanders determine deployment-based requirements, preferably 90-120 days prior.

(a) Understanding the requirement is paramount. Once a deployment/return window is established, choose a date/time to hold or participate in YRRP training and begin the planning process. It is important to allow time between deployment/return and the event in case the unit's deployment/return dates change.

(b) The unit FRO needs to be in communication with their respective S-3 and higher headquarters in order to have the most accurate information regarding deployments.

(2) The unit representative will develop an agenda tailored to the phase of deployment and the needs of the attendees. Assistance in developing an effective agenda is available from HHQ FROs or Marine Forces Reserve MCFTB.

**NOTE: If help is needed, reach out to the HHQ FRO. MCFTB is also available to help identify requirements. Communication should be taking place between the unit commander and their FRO in order to accurately distinguish specific needs of the unit.**

(3) Commanders will ensure the FROs, S-1, S-3, and S-4 representatives coordinate to determine all funding requirements, including estimated costs for Active Duty for Operational Support, Temporary Additional Duty, Invitational Travel Orders, venue, contracted services, and Government Contracting Purchase Card obtainable goods and services. (Copies of invoices must be acquired from vendors.)

(a) YRRP is a unit event not a FRO event. It is the responsibility of the unit commander to ensure all sections understand their roles and responsibilities throughout the YRRP process.

(4) Unit FRO adds event to MFR FRO calendar at least 30 days prior to the event and submit YRRP reporting data to HHQ FRO. Major Subordinate Command FROs must ensure access to the MFR FRO calendar.

(a) Adding events to the MFR FRO calendar is an inspectable item. This ultimately falls on the responsibility of the MSC FRO to ensure proper reporting. This requirement allows other FROs throughout the Force to have visibility on available events if they have a Service Member who requires training. This also allows the YRRP program manager/coordinator to accurately budget.

**\*\*SPECIFICS REGARDING THIS REQUIREMENT MAY VARY BETWEEN MSC\*\***

**(5) A YRRP event that requires no funding or is funded at the unit level does not require external approval but will remain reportable per YRRP requirements.**

(a) Hosting a YRRP-funded event that will cost more than \$15,000 requires a conference request **AND** an event funding request which are to be submitted via the chain of command for CMFR approval at least 60 days prior to the event via the Memorandum Fiscal System. CMFR is the final approval authority for conference requests, and they must be submitted via the chain of command, as applicable. The YRRP conference request chain of command is: (1) MSC FRO, (2) MARFORRES Legal Counsel; and (3) MARFORRES Assistant Chief of Staff, Comptroller. Ensure that conference requests submitted through MFS are approved at the MSC and has a command endorsement while still adhering to the 60 day timeline. It is important that units still

submit funding requests in order for the MCCS finance section and comptroller to distribute the funds accordingly.

**NOTE: Funding requests are needed in addition to a conference request. Submit funding requests to the MSC FRO while the conference request is in the approval process.**

(6) Once a conference request has been approved, the funding requests will be reviewed by the MCCS financial analyst and funds will be aligned to specific units. MCCS financial analysts will approve O&M funds directly to the unit and forward approval to comptroller for the release of ADOS funds. MSC FROs will coordinate and ensure requests are submitted in a timely manner.

(a) It is important to understand that all of the appropriate parties should be included on the MFS routing process. This in turn will allow everyone to receive notifications of conference request approval.

(b) As soon as the MSC has endorsed the request the unit representative should send all funding requests and enclosures to the MSC FRO. The MSC FRO will then coordinate with the comptroller and MCCS financial analysts once release of funds is authorized (conference request approval).

(7) Hosting a YRRP-funded event that will cost less than \$15,000 only requires an event funding request to be submitted 45 days prior to the event. The funding request is the same as in paragraph 4.a.(6).

#### 5. FISCAL – YRRP Funding Reminders

a. IDENTIFY: The unit FRO, in coordination with appropriate sections, is responsible for identifying all requirements in support of unit YRRP events. Below are the most common requirements needed in the execution of YRRP events:

(1) Travel – Travel requirements are broken down into two categories; Operations & Maintenance (O&M) and Active Duty for Operational Support (ADOS).

(a) O&M funds are used to support the travel requirements of the Marine's family members, significant others, or Marines in an active duty status that will be attending the event.

(b) ADOS/Temporary Additional Duty (TAD) funds are used to support the travel requirements of the unit's Selected Marine Corps Reserve (SMCR) Marines who are deploying/were deployed. YRRP ADOS funding supports unit members who reside outside a 50 miles radius and for those members within the 50 mile radius who do not have drills available. All members attending YRRP events are entitled to appropriate pay in order to attend.

**NOTE:** If the FRO is planning a post-deployment event and the Marines attending are still on mobilization orders, there is no need for the unit to request any YRRP ADOS dollars. These Marines will execute their travel to the post-deployment event under the appropriation and standard document number (SDN) from their mobilization orders.

(2) Billeting – Billeting requirements are paid via the MCCS YRRP credit card, but the designated unit representative is responsible for coordinating the requirements with the hotel. The designated unit representative must also inform the vendor of the following:

(a) Marine Forces Reserve is a federal government entity with a tax exempt status.

(b) The vendor will be paid after services have been rendered and the vendor provides a final invoice for all services provided.

(c) The vendor must be able to accept and process credit cards, without the use of a third party payment service, such as PayPal.

(3) Working Meals (Breakfast/Lunch) – Working meals requests need to be routed through the MSC FRO to Counsel for approval. Requests need to include an agenda and a quote for the meals requested. Working meals requirements are paid via the MCCS YRRP credit card, but the unit FRO is responsible for coordinating requirements with the vendor.

**Note:** Using a working breakfast/lunch needs to be justified through an agenda to show maximum amount of training with minimal time for meals. Requests also need to include justification for breakfast such as: No reasonable locations available in the local area for breakfast and rental cars not authorized. The unit FRO must also inform the vendor of the following:

(a) Marine Forces Reserve is a federal government entity with a tax exempt status.

(b) The vendor will be paid after services have been rendered and the vendor provides a final invoice for all services provided.

(c) The vendor must be able to accept and process credit cards, without the use of a third party payment service, such as PayPal.

(4) Venue and Audio/Visual Support (AV) – Venue and AV requirements should be paid with the unit's GCPC credit card, under the YRRP line of accounting.

(5) Supplies/Materials – YRRP-specific supplies and materials may be ordered through the program coordinator.

(a) The supplies can be found on [www.esgronlinestore.com](http://www.esgronlinestore.com). Compile a list of supplies and send the request to the PC along with a physical address, point of contact for delivery, and dates of the event. Submit request NLT 30 days prior to training.

(b) Event Loaner Kit (ELK) – The ELK is a kit containing signage, banners, table throws, and other materials that assist in giving the event a polished appearance. The ELK can also be ordered through the PC. Send a request to the PC including physical address, point of contact, and dates of the event using the ELK request template. Request should be received NLT 30 days prior to training.

b. COORDINATE: The event coordinator is responsible for coordinating the requirements with all the vendors and the appropriate departments within the unit. Establish timeline and begin reverse planning. A recommended cut-off should be 14 days prior to event execution for Marines adding and dropping from rosters.

(1) Unit Administration Office (S-1) – Creates the orders for family members and significant others attending the YRRP event via the Defense Travel System. Also, creates ADOS orders for the Marines via the Marine Reserve Order Writer System.

(a) The orders writing process should begin 20-30 days prior to an event. If necessary begin the orders process sooner. Having the orders written and travel reserved while awaiting funds approval will alleviate challenges due to late final funds approval. After the draft orders are written the comptroller will be able to see the obligated cost in MROWS and authenticate them quickly after the funds are released.

(2) Unit Supply/Fiscal Section (S-4) (Cleared through MFR/MCCS Fiscal sections)

**Note: YRRP O&M Funds will be used to reimburse all expenses covered in this section.**

(a) GCPC - The unit requests to have a YRRP LOA loaded by the MSC Comptroller Agency Program Coordinator via Purchase Card Maintenance Form upon MCCS approval of a YRRP event for purchases not to exceed the micro-purchase threshold of \$3,000 for supplies, and a \$2,500 limit for services.

(b) YRRP Billeting/Meals - The unit is responsible for completing the billeting/meals request in the Yellow Ribbon program module located within MFS. MCCS will review and approve all requests prior to executing the event.

(c) Ground Transportation – Needs to be coordinated through Distribution Management Office (MFR G-4) at least 30 days prior to event. Ground transportation requires three quotes from approved GSA vendors and a funding request in the Transportation of Personnel database. MCCS budget analyst generates the funding request in the TOP database. Approved vendors can be received from S-4/G-4/DMO.

1. The hosting unit will submit the three quotes to the MSC FRO as well as the MCCS financial analyst. The request will then be generated in the TOP database.

c. SPREADSHEET: Once all the requirements have been identified, the unit FRO will prepare the YRRP funding spreadsheet, in accordance with the instructions provided on the funding request spreadsheet for each tab. After all the requirements have been annotated into the spreadsheet, the "rollup" tab of the spreadsheet will automatically calculate and display the total cost and number of attendees. All attendees need to be included on the funding request spreadsheet whether or not the unit is requesting funds for them. This is to accurately capture attendance and meals requested. Names are required with a zero dollar amount attached to attendees that do not require funding.

(1) If the total cost of the YRRP event is greater than \$15K the designated unit representative must ensure a conference request is submitted through the chain of command via the MFS Conference Request module.

**NOTE:** Conference requests need to be complete and submitted including command review and endorsement at least 60 days prior to execution of YRRP. Once the conference request is approved in MFS, the FRO is still required to submit the YRRP funding request spreadsheet to the YRRP PM for funding approval via proper funding request routing process.

(2) If the total cost of the YRRP event is less than \$15K then a conference request is not necessary, only the YRRP funding request spreadsheet. Unless a non-government venue is to be used whereby automatically requiring the unit to submit a conference request and the addition of a 4th option (venue) to justify the use of a non-government venue.

(3) All attendees to the event MUST be listed on the event funding request, even if the cost of their attendance is \$0.00 to ensure all attendees are accounted for.

d. FUNDING APPROVAL. The unit FRO must submit the funding request spreadsheet and all supporting documentation to their MSC FRO for approval by the YRRP PM. Upon notification that the conference request has been approved or in the case of an event falling below \$15K, the funding request is the initial request for event support/approval. The following is a list of supporting documentation that must be submitted for review:

(1) Funding Request Spreadsheet

- (2) Billeting Quote
- (3) Working Meals Quote(s)
- (4) Event Agenda

**Note: The funding request deadline is 45 days prior to event execution. Even if a conference request is submitted and awaiting approval, a funding request is needed before funds can be distributed.**

e. MCCS. After the YRRP Program Manager approves the funding request, it is forwarded to the MCCS Financial Management Section. The MCCS FMS will review the requirements and provide guidance to the unit. The MCCS FMS will send an approval email to the MSC FRO, the YRRP PM, and the unit FRO containing guidance for the following:

- (1) O&M requirements.

- (a) DTS – Guidance on the creation of the YRRP line of accounting and budget in DTS for the funding of family and significant others' orders.

- (b) Billeting – Guidance on accessing the MFS YRRP module in order for the unit's S-4 section to create the billeting request.

- (c) Working Meals - Guidance on accessing the MFS YRRP module in order for the unit's S-4 section to create the working meals request.

- (d) Unit-funded requirements – Guidance on preparing the maintenance form required to load the YRRP LOA to the unit's GCPC account.

- (2) ADOS requirements:

- (a) Enlisted/Officer ADOS – The MCCS FMS will submit a request to the Comptroller's Reserve Personnel, Marine Corps (RPMC) Section to support the unit's officer and enlisted ADOS requirements.

f. EXECUTION: The unit executes the event and ensures that all the attendees sign a roster for billeting and working meals. These rosters will need to be uploaded to the YRRP MFS module after the event.

g. VALIDATION: The unit FRO and designated unit representative will review the final billeting and working meals invoices. The designated unit representative must ensure that MFR's tax exempt status was honored and that all the services were provided and properly accounted for. The unit FRO must forward all invoices to the unit S-4 for inclusion into the MFS YRRP module.

h. PAYMENT: The MCCS FMS will review the YRRP module and pay the vendor based off the uploaded billeting and working meals invoices. Failure to properly upload or review the final invoices may result in a delay in the vendor payment .

**Note: FPL 11-12 states this must be completed within 14 days of the event. The unit needs to ensure all processes and information have been completed accurately in order for MCCS to execute payment.**

i. FROs must ensure they acquire a copy of the zero balance invoices for their records. These will be used to advise their commanders that the vendors have been paid and in the event of an audit.

**YRRP DATA ELEMENT SLIDES ARE ATTACHED TO THIS DOCUMENT.  
PLEASE ENSURE YOU ALSO PROVIDE THESE TO YOUR S-4, WHICH WILL  
ASSIST THEM IN CREATING THE NECESSARY LOA's ETC AT THE UNIT LEVEL.**

## **FREQUENTLY ASKED QUESTIONS**

### **WHAT IS YRRP?**

The Yellow Ribbon Reintegration Program is a DoD-wide effort to promote the well-being of Reserve Service members, their families and communities, by connecting them with resources throughout the deployment cycle. Through YRRP events, service members and loved ones connect with local resources before, during, and after deployments.

Reintegration during post-deployment is a critical time for members of the Guard and Reserve, as they often live far from military installations and other members of their units.

Commanders and leaders play a critical role in assuring that Reserve Service members and their families attend YRRP events where they can access information on health care, education and training opportunities, and financial and legal benefits. We work in conjunction with federal partners, including the Small Business Administration and the Departments of Labor and Veterans Affairs, to provide up-to-date and relevant information to the members of the all-volunteer force and their families.

This is a Commanding Officers program, and it is the responsibility of the CO of every unit to ensure that all Marines and Sailors, to include Individual Augments, are provided access to the appropriate YRRP services and training during their period of eligibility.

YRRP has been integrated into the Marine Corps Unit, Personal and Family Readiness Program at every command level. Commanders are responsible for the implementation and execution of the program, the Family Readiness Officer/Deputy Family Readiness Officer is the subject matter expert (SME) for the Unit regarding the program and advises the Command on the requirement.

**The Yellow Ribbon Reintegration Program is a Commanders Program within the Marine Corps and it is necessary that the unit commander determines the scope of the training. Training should focus on the specific needs of that unit based on the unique nature of each deployment.**

### **DO MEMBERS PAY TO ATTEND THESE EVENTS?**

No. Yellow Ribbon funding is appropriated by congress and provided to each service. Service Members are paid to attend these events (orders/drills), if they are no longer on mobilization orders. YRRP covers travel, lodging, and per diem expenses for the service member; and travel, per diem, and lodging for two designated family members, if either reside outside of the 50 mile radius of the event location. Designated reps who reside within 50 miles of an event site do not require orders. In order for a SM or their designated reps to be reimbursed for travel expenses and lodging, they must be issued orders by their assigned command. Designated representatives will be asked to submit an Invitation Travel Order (ITO) form prior to an event. Additional information on this will be issued well before an event. If you are provided lodging, you will also need to sign in at the front desk of that hotel in order for the unit to cover your lodging expenses.

### **ARE YRRP ADOS FUNDS ALWAYS REQUESTED FOR ATTENDEES?**

No. In many instances attendees will use paid drill periods if they have not completed their required 48 drills and are within a 50 mile radius. YRRP ADOS funds are usually requested for those members outside the 50 mile radius or for those members who have completed their 48 drills prior to deployment. In any event members who attend a YRRP event must be paid for coming in.

### **WHAT IS THE ROUTING FOR A FUNDS REQUEST PACKAGE?**

Funds requests are completed by the unit holding the event. Upon completion it should follow the routing below.

Company to Battalion/Squadron  
Battalion/Squadron to Regiment/Group  
Regiment/Group to MSC  
MSC to MFR

### **CAN THE COMMAND MANDATE THAT MEMBERS ATTEND DURING THE 60-DAY POST-DEPLOYMENT HANDS-OFF PERIOD FROM DRILLING/ANNUAL TRAINING?**

Yes. Attending YRRP events is the only exception to that rule. A memorandum was issued in 2008 changing the 60-day "no-touch" limitations. The 60-day limitation does not apply to the reintegration training programs developed and authorized by the Secretaries of the military departments. Development and delivery of such programs for National Guard and Reserve personnel returning from extended mobilizations, particularly those involving combat, stressful operations, and considerable periods of time away from family members is authorized.

YRRP events are separate from standard drills and annual training requirements and, as such, the 60-day/6-month restrictions provided in the order remain in effect for all other IDT and AT purposes. (Per reference MCO 3000.19B)

### **WILL THIS MEET ALL OF MY POST-DEPLOYMENT REQUIREMENTS?**

No. YRRP will only cover certain elements of the 30-, 60-, and 90-day Post Deployment requirements under the DoDI. Your command may have additional requirements that must be met, such as PDHRAs. Consult with your command for guidance.

### **ARE MEMBERS REQUIRED TO ATTEND EVERY PHASE OF THE EVENT?**

Yes. In order for you to meet your post-deployment requirements, you must be present during all phases of the YRRP event.

### **HOW WILL COMMANDS KNOW THEIR MEMBERS ATTENDED?**

There are several ways to verify if a member has attended a YRRP event.

A sign-in sheet will be placed at the welcome table at every event and attendees will be required to sign in, in some cases, show orders, and present a military ID prior to entering. Members may be asked to sign a roster several times throughout the day. The rosters will be provided to the command to verify attendance, ensure deployment cycle support requirements are met and for YRRP reporting to HHQ.

In some instances, a resource checklist will be provided to members and they will need to obtain signatures to prove they were briefed. This can be used as verification of attendance.

Some events will assign a "runner" to tables or groups. The "runner" is responsible for tracking attendance at the event and ensuring members are present during all sessions. They will ask members to sign in at the table and provide cell phone numbers or room numbers at the hotel. If members are not at the table at a specified time, the "runners" will call the service member or physically go search for them. If there is no reasonable excuse as to why the member is not present, the member will be asked to return to the session immediately or risk being documented as non-compliant. Non-compliance is reportable to the command.

Most recently, scanners have been used to capture attendance and/or registration for workshops at an event. Name tags issued to members will have a barcode on them which will be scanned at various times during the event. A report will then be sent to the command showing member activity and attendance at that event.

Any of these methods can be accepted by commands and used to record completed requirements.

### **DO MEMBERS HAVE TO ATTEND EVENTS THAT ARE NOT SPECIFIC TO THEIR SERVICE?**

No. However, while we encourage members to attend service specific events, this may not always be feasible. YRRP was established to eliminate the challenges of geographically disbursed service members and their families.

In many instances, reserve members live over 50 miles plus away from their unit but may have an Army Reserve or National Guard installation nearby. These services conduct the same types of briefs under the DoDI for their SMs as well. As long as they are designated as YRRP events, any branch of service are welcome to attend. FROs can coordinate attendance at a local YRRP event, or members may search for an event near them by logging on to [www.yellowribbonevents.org](http://www.yellowribbonevents.org) and registering directly with that service.

### **ARE FAMILY MEMBERS REQUIRED TO GO?**

While attendance by family members or designated representatives is not mandatory, we strongly encourage them to attend with the member. Demobilization and post-deployment events focus on service members' return and their reunion with family members. Service members and families are provided information that assists in understanding challenges that may occur after prolonged separation or combat stress. Events are tailored to facilitate a successful transition, reunion, and long-term reintegration.

### **CAN SERVICE MEMBERS BRING SOMEONE WHO IS NOT AN IMMEDIATE FAMILY MEMBER TO THE EVENT?**

Yes. Members are allowed two designated adults as support that may attend YRRP events. Family = uncle, aunt, grandmother, grandfather, girlfriend, fiancé, cousin, best friend, neighbor, etc. If members aren't certain, they may contact their FRO or event coordinator.

### **HOW ARE YRRP EVENTS AT THE UNIT LEVEL PERFORMED FOR INDIVIDUAL AUGMENTS?**

The service member and family member can elect to attend another event that meets the requirement. If the unit is unable to find an event for the IA & family members to attend, an informal sit-down with the unit FRO, who will provide the necessary resource information, will meet the requirement.

### **ARE CHILDREN ALLOWED TO ATTEND YRRP EVENTS?**

In most cases, children are highly encouraged to attend. There are usually many activities for children at YRRP events. Operation Military Kids and other Youth programs provide their own venues, briefs, activities, and a fun time for the children while simultaneously working on their own deployment challenges.

It is recommended that members contact the event coordinator for specifics on children attending an event or if child care will be available.

## **UPFRP Guidance During Deployment Cycle**

### 1. Phase I – Pre-Mobilization//Phase II – Mobilization.

a. Family Readiness Officers/Deputy Family Readiness Officers will ensure the following:

(1) Unit members are required to provide the FRO with a completed NAVMC 11654 Contact Authorization form and a NAVMC 11657 Opt Out form from their spouse if the spouse does not want to receive official communications from the command.

(2) Unit members are also required to enter their Family Readiness contact information into the Marine On Line Family Readiness Module (Per MARADMIN 076/11).

b. Conduct a 1-2 day pre-mobilization event focusing on educating Marines/Sailors and their families, ensuring their readiness and that of the unit. Information to be provided may cover but are not limited to the following areas:

(1) Pre-deployment health assessment (See Medical)

(2) Medical, Dental and Mental Health benefits

- (a) TRICARE
- (b) TRICARE Dental
- (c) OSC (COSC)
- (d) Suicide Prevention and Community Healing and Response

(3) Administration Information

- (a) DEERS
- (b) Civilian Employment Information
- (c) Service Specific websites
- (d) Pay and Entitlements

(4) Financial and Employment information

- (a) ESGR
- (b) Department of Labor
- (c) Financial and Mortgage Counseling
- (d) Savings Plan
- (e) Small Business Administration

(5) Legal Information

- (a) Power of Attorney
- (b) Wills and Estate Planning
- (c) Legal Guardianship
- (d) Housing and rental issues
- (e) Professional Licensing
- (f) Child custody issues
- (g) Family Care Plans

(6) Community Outreach

- (a) VA
- (b) American Red Cross
- (c) Community Programs
- (d) Youth Programs
- (e) Government Agencies
- (f) Military OneSource

- (7) Special or Spiritual Programs
  - (a) Chaplain Programs
  - (b) Local faith based organizations
  - (c) VA Vet Centers
  - (d) Marriage Enrichment
  - (e) Effective Communication Skills
  - (f) Sexual Assault Prevention and Response
  - (g) Suicide Prevention and Alcohol and Drug Abuse
  - (h) Single Service Member Programs
  - (i) Marine Corps Family Team Building programs
  - (j) Veterans Service Organizations

(8) OPSEC

(9) MCFTB/Unit morale/team building event such as 4 Lenses or 4 Lenses with the deployment piece.

c. Every effort should be made to utilize unit subject matter experts on items such as pay and entitlements and OPSEC.

d. Appropriate COSC piece for family members, Marines and leaders will be conducted as required by MCO 5351.1. Units may choose to conduct Marine/leaders preparation workshops during the pre-deployment annual training period. Attendance must be recorded for entry into the Training Management System (TMS).

2. Phase III – ILOC. None.

3. Phase IV – Deployment/Return Reunion

a. Midway event/Return & Reunion Events. Deployment events shall focus on supporting and enhancing resilience of the family while the Marine or Sailor is deployed. Deployment events should reinforce spiritual and mental health, outreach, day care, family services, youth programs, community and informational updates and Operational Stress Control. The topics of events shall focus on but are not limited to:

- (1) Special or Spiritual Programs
  - (a) Chaplain Programs
  - (b) Substance Abuse
  - (c) Suicide Prevention
  - (d) Faith-Based Organizations
- (2) Medical, Dental, and Mental Health Benefits
  - (a) OSC
  - (b) Suicide Prevention and Community Healing and Response
- (3) Community Outreach
  - (a) American Red Cross
  - (b) Veterans Service Organizations
  - (c) VA
  - (d) Day care
  - (e) Community Youth Programs
- (4) Financial and Employment Information
  - (a) ESGR
  - (b) Employer Outreach

- (c) Department of Labor
- (d) Financial Counseling

(5) VA Vet Centers

(6) MCFTB/Unit morale/team building event

#### 4. RILOC (Redeployment)

(1) Appropriate COSC piece may be conducted (Warrior/Leader Transition Workshops), if not done so prior to redeployment to home training centers.

(2) PDHAs are to be completed within five days of return. (See Medical).

(3) Coordinate with MSC regarding specific requirements.

#### 6. Phase V - Post Deployment

##### a. Reintegration (Post Mobilization)

(1) Shall focus on Marines, Sailors and family members being provided information and access that assists in understanding the challenges that may occur after prolonged separation and/or combat stress. Events are tailored to facilitate a successful transition, reunion and long-term reintegration.

(a) 30-Days Events. The event shall be focused on topics that address and identify potentially adverse behaviors and the challenges related to transition and reintegration. The programs must promote an understanding of changes in the Marine, Sailor and family member and the challenges associated with returning and reintegrating into society. (May be combined with 60-day event). The topics shall focus on but are not limited to:

1. Medical, Dental and Mental Health benefits
  - a. OSC (Combat OSC)
  - b. VA Medical Centers
  - c. TAMP/TRS
  - d. Suicide Prevention & Community Healing & Response
  - e. PDHA (see medical)
  - f. TAA Program
  - g. PHOP
2. Special or Spiritual Services
  - a. SAPR
  - b. Chaplain Programs
  - c. Faith-Based Organizations
3. Community and Outreach
  - a. VA
  - b. Military OneSource
  - c. Veteran Service Organizations
  - d. American Red Cross
4. Financial and Employment Information
  - a. ESGR/DOL
  - b. Turbo TAP
  - c. Job Fairs

- d. Financial and Mortgage Counseling
  - e. SBA/VA Business Development
5. Administration Information
    - a. DEERS updates
    - b. TRS/TDP
  6. Legal Issues
  7. Safety Information (Police, Fire, DMV, Motorcycle)
  8. MCFTB/Unit morale team building event

(b) 60 Day Events. Events and services shall focus on addressing specific issues relating to reintegration or identified challenges. The 60-day event will encompass programs that focus specifically on the OSC (COSC) and behaviors or attitudes that impede successful reintegration. Family members are highly encouraged to attend. (May be combined with 30 day event, if combined, event will be two days in length.) The topics in this event shall focus on but are not limited to:

1. Medical, Dental and Mental Health benefits
  - a. OSC (COSC)
  - b. TAMP/TRS
  - c. PDHA (see medical)
  - d. PHOP
2. Financial and Employment Information
  - a. ESGR/DOL
  - b. Turbo TAP
  - c. Job Fairs
  - d. Financial and Mortgage Counseling
  - e. SBA/VA Business Development
3. Legal Issues
4. Safety Information (Police, Fire, DMV, Motorcycle)
5. Community and Outreach
  - a. VA
  - b. Military OneSource
  - c. Veteran Service Organizations
  - d. Recognition – Recognize the enduring bond among service members, family, community, and veterans. Programs shall be designed to publicly acknowledge and celebrate the sacrifices of those who supported the Nation’s call to duty.
6. MCFTB/Unit team building event

(c) 90 Days. 90 day events shall provide programs that focus on the Marines and Sailors and their adjustment and reintegration progress. Under normal circumstances family members or designated representatives should not attend the 90 day event. This event will be service member specific and should provide resources to correct negative behavior and focus on succeeding in reintegration. (Completion of the DD Form 2900, “Post Deployment Health Re-Assessment (PDHRA),” available at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>, is required at this event if not already completed. Ensure PDHRA piece is coordinated with or via medical section.

1. Medical, Dental and Mental Health benefits
  - a. OSC (COSC)
  - b. TAMP/TRS
  - c. PDHRA (see medical)
  - d. Reintegration
  - e. Suicide Prevention & Community Healing & Response
  - f. PHOP
  
2. Administration Information
  - a. Military Service information
  - b. DEERS
  - c. CEI
  
3. Financial and Employment Information
  - a. ESGR/DOL
  - b. Turbo TAP
  - c. Job Fairs
  - d. Financial and Mortgage Counseling
  - e. SBA/VA Business Development and employment
  
4. Safety Information (Police, Fire, DMV, Motorcycle)
  
5. Community and Outreach
  - a. VA
  - b. Military OneSource
  - c. Veteran Service Organizations
  
6. MCFTB/Unit morale/team building event

5. Post Mobilization.

a. Upon demobilization a Family Readiness “hot wash” of the deployment should be conducted.

(1) Items to be covered will include:

- (a) Best and Worst practices
- (b) Problem solving/solutions
- (c) Events conducted throughout deployment cycle
- (d) Command relationships and communication methods/frequency
- (e) Planning procedures and conference calls

b. Upon completion of “hot wash” unit FRO will draft deployment After Action Report. After Action Reports will be shared with all participants in hot wash, units of augmentees and HHQ.

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**Post Deployment Timeline Template**

- (30) Marriage Counseling/Workshop
- (30) Single Service member workshop
- (30) Reconnecting w/children
- (30) Mental Health
  - \*PTSD/TBI (identification & awareness)
  - \*Suicide Prevention
  - \*Substance Abuse awareness & treatment
  - \*Mental Health awareness & treatment
  - \*Anger Management/counseling
  - \*Domestic violence awareness & prevention
  - \* Sexual Assault & Prevention
- (30) Family Care Plans (preparing & updating)
- (30) Job Fair/career coaching
- (30) TRICARE (TAMP/TRS)
- (30) Educational benefits
- (30) Financial planning & counseling
- (30) Legal
- (30) VA Benefits (enrollment) & resources
- (30) Vet counseling centers
- (30) VSO's
- (30) ESGR
- (30) DOL Transition Assistance Program Employment workshop
- (30) Web based TAP (Turbo TAP)
- (30) Chaplains/other faith based resources
- (30) Unit administrators (to address specific svc member issues with pay, promotions etc.)

\*\*\*\*\*

- (60) Anger Management
- (60) Substance abuse prevention
- (60) Compulsive behavior prevention
- (60) VA
- (60) VSO's
- (60) TRICARE (TAMP/TRS)
- (60) Employment opportunities
- (60) DOL TAP enrollment workshop
- (60) Military OneSource
- (60) Financial Planning & counseling
- (60) Safety Brief (Unit/State/Local Police)

.....

- (60-120) Warrior/Leader Transition II (Mandatory TRS/Diary entry by unit)
- (60-120) Post Deployment Brief for families

\*\*\*\*\*

- (90-120) Military Career Counseling (Career Planner)
- (90-120) PDHRA(coordinate with unit medical)
- (90-120) TB test other medical treatment/services (medical brief)
- (90-120) VA benefits
- (90-120) Vet counseling centers
- (90-120) TRICARE (TAMP/TRS)
- (90-120) ESGR

(90-120) Financial planning & counseling  
(90-120) DOL TAP employment workshop ([www.turbotap.org](http://www.turbotap.org))  
(90-120) Safety Brief (Unit/State/Local Police)

**NOTE: Events will vary from unit to unit and in many instances 30 & 60 day events may be combined.**

# MFR YRRP FUNDS REQUEST



## **MFR Yellow Ribbon Reintegration Program**

Print Page

**1. DATE(S) OF EVENT:**

**2. EVENT:**     *Pre-Deployment*     *Mid-Deployment*

*Post-Deployment:*     *30*     *60*     *90*

*Other (if applicable):*

**3. LOCATION:**

**4. UNIT:**

**5. FRO:**

**6. BILLETING**    \$    -

**7. FOOD**    \$    -

**8. VENUE**    \$    -

**9. AUDIO/VISUAL**    \$    -

**10. SUPPLIES**    \$    -

**11. CHILD CARE**    \$    -

**12. OTHER**    \$    -

*section.*

<b>TOTAL NON-TRAVEL</b>	\$ -	<b>Attendees</b>
<b>O&amp;M TRAVEL:</b>	\$ -	0
<b>OFFICER ADOS:</b>	\$ -	0
<b>ENLISTED ADOS:</b>	\$ -	0
<b>TOTAL:</b>	\$ -	0

### COMMENTS

## Instructions:

1. Enter the date(s) of the YRRP event.
2. Click on radio buttons to select the type of deployment event: PRE, MID, or POST. If it's a POST-Deployment event, click on appropriate radio button for 30, 60, or 90 day POST-Deployment event.

**NOTE:** If the event does not fall under the PRE, MID, or POST categories, enter the name of the event under the "Other" section of the funding request.  
(Ex. Returning Warrior Workshop - RWW)

3. Enter the location of the YRRP event.
4. Enter the unit receiving the funding approval.

**NOTE:** If the event is being hosted by another unit, enter the unit that is preparing the travel orders (O&M and/or ADOS).

5. Enter the name of the unit's Family Readiness Officer (FRO)

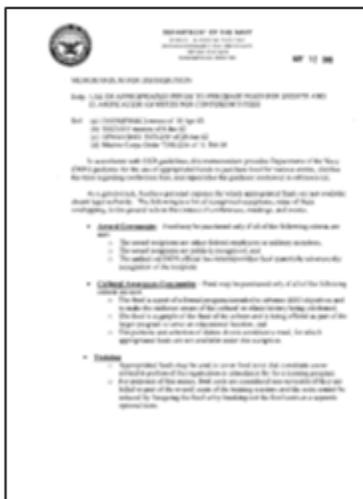
For sections 6 and 7 a quote from the vendor must be included with the funding request.

6. Enter total amount for billeting.
7. Enter the total amount for food (working lunch).
8. Enter the total amount for the venue rental.
9. Enter total amount for audio/visual support.
10. Enter the total amount for supplies.

11. Enter the total amount for child care.

12. Enter the total amount for services not listed above. Please identify those services in the COMMENTS sections at the bottom of the YRRP funding request.

**NOTE:** The other sections are automatically populated based on the data entered in tabs O&M TRAVEL and ADOS.



[http://www.ig.navy.mil/Ethics/Appropriated Funds to Purchase Food for Events.pdf](http://www.ig.navy.mil/Ethics/Appropriated_Funds_to_Purchase_Food_for_Events.pdf)

MEMORANDUM

From: , , Family Readiness Officer

Subj: USE OF APPROPRIATED FUNDS TO PURCHASE FOOD ITEMS ISO YRRP EVENT

Ref: (a) DoN Memorandum for Distribution dtd 12 May 2006

1. Per reference (1), in order to use appropriated funds (APF) to purchase food for a Yellow Ribbon training event or conference, essential training must be conducted during the meal. Approval is requested for the purchase of food with APF at the YRRP event scheduled for in , the details of which are as follows:

a. Describe what training will be conducted during the meal and who is the guest speaker.



b. Attach an outline or PPT of the training (if available).

c. Attach a copy of the entire event training schedule.

d. Attach meal invoice.

O&M TRAVEL					
GRADE OR RANK	L-NAME	F-NAME	MI	\$	-
				DTS TRAVEL COST	O&M TAD COUNT
1				\$	-
2				\$	-
3				\$	-
4				\$	-
5				\$	-
6				\$	-
7				\$	-
8				\$	-
9				\$	-
10				\$	-
11				\$	-
12				\$	-
13				\$	-
14				\$	-
15				\$	-
16				\$	-
17				\$	-
18				\$	-
19				\$	-
20				\$	-
21				\$	-
22				\$	-

**NOTES:**

1. O&M travel dollars are provided for Marines on an ACTIVE DUTY status and their significant others.
2. **Column A** - Enter the GRADE or RANK of the attendee. If the attendee

ADOS					\$0				
GRADE OR RANK	L-NAME	F-NAME	MI	\$	\$	\$	-	-	
				TOTAL COST	OFFICER ADOS	ENLISTED ADOS	OFFICER COUNT	ENLISTED COUNT	
1				\$	-	-	-	-	-
2				\$	-	-	-	-	-
3				\$	-	-	-	-	-
4				\$	-	-	-	-	-
5				\$	-	-	-	-	-
6				\$	-	-	-	-	-
7				\$	-	-	-	-	-
8				\$	-	-	-	-	-
9				\$	-	-	-	-	-
10				\$	-	-	-	-	-
11				\$	-	-	-	-	-
12				\$	-	-	-	-	-
13				\$	-	-	-	-	-
14				\$	-	-	-	-	-
15				\$	-	-	-	-	-
16				\$	-	-	-	-	-
17				\$	-	-	-	-	-
18				\$	-	-	-	-	-
19				\$	-	-	-	-	-
20				\$	-	-	-	-	-
21				\$	-	-	-	-	-

**NOTE:** Enter the GRADE or RANK of the attendee.

The following code are applicable:

\* E1 - E9

\* PVT, PFC, CPL, SGT, SSGT, GYSGT, MSGT, 1STSGT, MGYSGT, SGTMAJ

\* O1 - O10

\*2NDLT, 1STLT, CAPT, MAJ, LTCOL, COL, BGEN, MAJGEN, LTGEN, GEN

**YRRP DATA ELEMENTS & INFO.**  
**(Provide to your S4's)**

Organization Name: * DM6167MFR67861MCCS		
Share LOA: <input type="checkbox"/> Yes		
Create Budget: <input checked="" type="checkbox"/> Yes		
Empty Budget Shell Fiscal Year: *	2011 (4 digit year)	<b>Budget Shell FY</b>
Label		
LOA Fiscal Year: *	11 (2 digit year)	
LOA Name: *	YRRP	<b>LOA Name</b>
LOA Data Elements		
Account 1	AAA or DTST: * 067443 (6 or DTST) DTST Sub-field: (14)	
Account 2	DEPT: 17 (2) FY: 11 (2) PY: 11 (2) APPR: 1107 (4) SH: BSS1 (4)	<b>BSS1 vice 27A0 is the new FY-11 Sub-Head (SH) for BSS1.</b>
Account 3	OC/SOC: 2110 (4) BCN: 67861 (5) SA: (1)	<b>2110 vice 2100 is the new FY-11 OC/SOC.</b>
Account 4	AAA: 067443 (6) TTC: 2D (2)	
Account 5	CC: MRMWMLFFSH (2) MAC: M67861 (6)	<b>Unit CC, MAC, FA and BESA</b>
Account 6	FA: MW (2) WC: ML (2) FC: FF (2) CAC: SHY0 (4) BRC: YP (2)	<b>YRRP Data Elements . Reimbursements will be allocated based on these data elements.</b>
Account 7	RON: (15) RBC: (1)	
Account 8	JNLU: (4) DSSN: 6102 (4) ACRN: AA (2)	

## Financial Information Pointers

### FIP Profile Administration

Default	MAC	BEA/FAC	BESA/WC
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	*	*	*

### FIP Account Administration

Label	FF	FC	OC/SOC	CAC	SIC	JON/LU	RDN	RBC
<input type="text" value="YRRP"/>	<input type="text" value="BSS1"/>	<input type="text" value="FF"/>	<input type="text" value="2524"/>	<input type="text" value="SHY0"/>	<input type="text" value="YP"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*		*	*					

### FIP Profiles

Default	MAC	BEA/FAC	BESA/WC	
<input type="checkbox"/>	M57079	68	00	<input type="button" value="Edit"/>
<input type="checkbox"/>	M57079	DP	00	<input type="button" value="Edit"/>
<input type="checkbox"/>	M57079	66	00	<input type="button" value="Edit"/>
<input type="checkbox"/>	M57079	68	02	<input type="button" value="Edit"/>
<input type="checkbox"/>	M57079	66	00	<input type="button" value="Edit"/>
<input checked="" type="checkbox"/>	M67861	MW	MT	<input type="button" value="Edit"/>
<input type="checkbox"/>	M67861	MW	MW	<input type="button" value="Edit"/>
<input type="checkbox"/>	M67861	MW	MD	<input type="button" value="Edit"/>
<input type="checkbox"/>	M67861	MW	MF	<input type="button" value="Edit"/>
<input type="checkbox"/>	M67861	MW	MP	<input type="button" value="Edit"/>

### FIP Accounts

Label	FF	FC	OC	CAC	SIC	JON/LU	RDN	RBC
		AX	25B8	0001			M5707902WR002DP	A <input type="button" value="Edit"/>
		AX	25B8	G601	MU			<input type="button" value="Edit"/>
		AX	25B8	0001				<input type="button" value="Edit"/>
		AX	25B8	G601				<input type="button" value="Edit"/>
		AX	25B8	G4LS				<input type="button" value="Edit"/>
CREDO		FR	25C8	SHC0				<input type="button" value="Edit"/>
SEMPER FIT		FR	25B8	SLA0				<input type="button" value="Edit"/>
MCFTB		KR	25B8	SHA0				<input type="button" value="Edit"/>
DDR	1A1A	FL	25B9	SIM0				<input type="button" value="Edit"/>
DDR1	1A1A	FL	25B8	SIM0				<input type="button" value="Edit"/>
MCFTBNMC11		BX	25B8	SHA0	WT0			<input type="button" value="Edit"/>
10 MCFTB	BSS1	FG	25B8	SHA0				<input type="button" value="Edit"/>
MOB_COUN8	BSS1	FG	25B8	SID0	MOBC			<input type="button" value="Edit"/>
SAPR	BSS1	FG	25B8	SIS0				<input type="button" value="Edit"/>

## Financial Information Pointers

FIP Profile Administration				FIP Account Administration									
Default	MAC	BEA/FAC	BESA/WC	Label	FF	FC	OC/SOC	CAC	SIC	JON/LU	RON	RBC	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	YRRP	BSS1	FF	2524	SHY0	YP				
	*	*	*	*		*	*						
<input type="button" value="Save Profile"/> <input type="button" value="Delete Profile"/> <input type="button" value="Clear"/>				<input type="button" value="Save Account"/> <input type="button" value="Delete Account"/> <input type="button" value="Clear"/>									
FIP Profiles				FIP Accounts									
Default	MAC	BEA/FAC	BESA/WC	Label	FF	FC	OC	CAC	SIC	JON/LU	RON	RBC	
<input type="checkbox"/>	M57079	68	00			AX	25B8	0001			M5707902WR002DP	A	
<input type="checkbox"/>	M57079	DP	00			AX	25B8	G601	MU				
<input type="checkbox"/>	M57079	66	00			AX	25B8	0001					
<input type="checkbox"/>	M57079	68	02			AX	25B8	G601					
<input type="checkbox"/>	M57079	66	00			AX	25B8	G4LS					
<input checked="" type="checkbox"/>	M67861	MW	MT	CREDO		FR	25C8	SHC0					
<input type="checkbox"/>	M67861	MW	MW	SEMPER FIT		FR	25B8	SLA0					
<input type="checkbox"/>	M67861	MW	MD	MCFTB		KR	25B8	SHA0					
<input type="checkbox"/>	M67861	MW	MF	DDR	1A1A	FL	25B9	SIM0					
<input type="checkbox"/>	M67861	MW	MP	DDR1	1A1A	FL	25B8	SIM0					
				MCFTBNMCI1		BX	25B8	SHA0	WT0				
				10 MCFTB	BSS1	FG	25B8	SHA0					
				MOB_COUNS	BSS1	FG	25B8	SID0	MOBC				
				SAPR	BSS1	FG	25B8	SIS0					

## Financial Information Pointers

FIP Profile Administration				FIP Account Administration									
Default	MAC	BEA/FAC	BESA/WC	Label	FF	FC	OC/SOC	CAC	SIC	JON/LU	RON	RBC	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	YRRP	BSS1	FF	2524	SHY0	YP				
	*	*	*	*		*	*						
<input type="button" value="Save Profile"/> <input type="button" value="Delete Profile"/> <input type="button" value="Clear"/>				<input type="button" value="Save Account"/> <input type="button" value="Delete Account"/> <input type="button" value="Clear"/>									
FIP Profiles				FIP Accounts									
Default	MAC	BEA/FAC	BESA/WC	Label	FF	FC	OC	CAC	SIC	JON/LU	RON	RBC	
<input type="checkbox"/>	M57079	68	00			AX	25B8	0001			M5707902WR002DP	A	
<input type="checkbox"/>	M57079	DP	00			AX	25B8	G601	MU				
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<input type="checkbox"/>	M57079	68	02			AX	25B8	G601					
<input type="checkbox"/>	M57079	66	00			AX	25B8	G4LS					
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<input type="checkbox"/>	M67861	MW	MD	MCFTB		KR	25B8	SHA0					
<input type="checkbox"/>	M67861	MW	MF	DDR	1A1A	FL	25B9	SIM0					
<input type="checkbox"/>	M67861	MW	MP	DDR1	1A1A	FL	25B8	SIM0					
				MCFTBNMCI1		BX	25B8	SHA0	WT0				
				10 MCFTB	BSS1	FG	25B8	SHA0					
				MOB_COUNS	BSS1	FG	25B8	SID0	MOBC				
				SAPR	BSS1	FG	25B8	SIS0					



**Defense Travel System**  
A New Era of Government Travel



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# CREATING AN LOA IN DTS



### Search Lines of Accounting

Label:  (FY + LOA Name)  
Format Map:    
Organization Name:     --Include Sub-Organizations  
Unbudgeted LOA(s) Only:

[Search](#)

Click on "Search" to list LOAs.



Lines of Accounting

Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

**Lines of Accounting** (Search Results)

Organization Name: **DM6167MFR67861MCCS**  
 Include Sub-Organizations: **No**  
 Format Map:

Label:  
 Unbudgeted LOA(s) Only: **No**

Select to Delete or Rollover	Edit			Organization Name	Label	Shared	Format Map	Link to
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	10 FRO MLG	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 BEHV HLTH PR	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 COSC	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 DDRC	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 EDU PRGM	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 EFMP	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 EO&DCS MNGMT	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 EO&DCS TRNG	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 FAM CARE PR	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 HHF	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 HR PERSONNEL	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 MCFTB CREDO	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 MCFTB FRP	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 MCFTB LFSKJL	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 MCFTB LINKS	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 MCFTB MNGMT	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 MCFTB PREP	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 MCFTB R&DS	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 OSCAR TRNG	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 PER&PROF PR	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 RWW YRRP	No	MC 1, 8/1/2001	<a href="#">New Budget</a>

*Copy an LOA that has similar data elements to the YRRP LOA (if available).*



Organization Name: \* DM6167MFR67861MCCS

Share LOA:  Yes

Create Budget:  Yes **Check "YES" on create budget**

Empty Budget Shell Fiscal Year: \* 2012 (digit year) **Enter Budget Shell Fiscal Year**

---

**Label**

LOA Fiscal Year: \* 12 (digit year) **Enter LOA Fiscal Year**

LOA Name: \* YRRP **Enter LOA Name**

---

**LOA Data Elements**

Account 1	AAA or DTST: * 067443 (6 or DTST)	DTST Sub-field: (14)
Account 2	DEPT: 17 (2)	FY: 12 (2)
	PY: 12 (2)	APPR: 1107 (4)
	SH: BSS1 (4)	
Account 3	OC/SOC: 2110 (4)	BCN: 67861 (5)
	SA: (1)	
Account 4	AAA: 067443 (6)	TTC: 2D (2)
Account 5	CC: MRMWMLFFS (2)	MAC: M47861 (8)
Account 6	FA: MW (2)	WC: ML (2)
	FC: FF (2)	CAC: MAYA (4)
	BRC: YP (2)	
Account 7	RON: (15)	RBC: (1)
Account 8	JNLU: (4)	DSSN: 6102 (4)
	ACRN: AA (2)	

**Data elements in ACCOUNT 1 through ACCOUNT 4 should mirror the example.**

**Unit's local CC (Cost Code), MAC (AAC), FA (BEA) and WC (BESA)**

**YRRP Data Elements. Reimbursements will be allocated based on these data elements.**

**Data elements in ACCOUNT 8 should mirror the example.**

Account 2	FY: 12 (2)
	PY: 12 (2)
	APPR: 1107 (4)
	SH: BSS1 (4)
Account 3	DC/SOC: 2110 (4)
	BCN: 67861 (5)
	SA: (1)
Account 4	AAA: 067443 (6)
	TTC: 2D (2)
Account 5	CC: MRMWMLFFSH (12)
	MAC: M47861 (6)
Account 6	FA: MW (2)
	WC: ML (2)
	FC: FF (2)
	CAC: MAYA (4)
	BRC: YP (2)
Account 7	RON: (15)
	RBC: (1)
Account 8	JNLU: (4)
	DSSN: 6102 (4)
	ACRN: AA (2)
Account 9	IBDP: (4)
Account 10	TF: (2)
	LDC: (2)
	FCN: (3)
	FLN: (3)

Click on "Save Copied Line of Accounting".

<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 BEHV HLTH PR	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 COSC	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 DDRC	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 EDU PRGM	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 EFMP	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 EO&DCS MNGMT	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 EO&DCS TRNG	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 FAM CARE PR	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 HHF	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 HR PERSONNEL	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 MCFTB CREDO	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 MCFTB FRP	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 MCFTB LFSKIL	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 MCFTB LINKS	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 MCFTB MNGMT	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 MCFTB PREP	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 MCFTB R&DS	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 OSCAR TRNG	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 PER&PROF PR	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 RWW YRRP	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 SAPR PRGM	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 SF FITNESS	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 SF HEALTH PR	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 SF MNGMT	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 SF SMP	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 SUB ABUSE	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 TAMP	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 VICTIM ADV	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	<b>12 YRRP</b>	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	DM6167MFR67861MCCS	11 YRRP 3/25	No	MC 1, 8/1/2001	<a href="#">New Budget</a>

LOA has been created. Now the budget needs to be load.





# LOADING A BUDGET IN DTS

The screenshot shows the Defense Travel System (DTS) user interface. At the top, there is a header with the logo and the text "Defense Travel System A New Era of Government Travel" and a "Logoff" button. Below the header is a navigation menu with options: "Official Travel", "Official Travel - Others", "Traveler Setup", "Reports", and "Administrative". The "Administrative" menu is expanded, showing a list of options: "Self Registration Admin", "DTA Maintenance Tool", "Budget", "Route & Review", and "Calculate Distance". The "Budget" option is highlighted with a red box. A red arrow points from a callout box to the "Budget" option. The callout box contains the text: "Under the 'Administrative' option in the main menu, select 'Budget'".

Below the navigation menu, there is a "Welcome ANTONIO PEREZ" section with the following information:

- Organization: DM6167MFR67861MCCS
- Org Access: DM6167MFR67861MCCS
- Group Access: MARFORRES
- Permission: 0,1,2,3,5,6

Below the welcome section is a "Message Center" section with the following text:

ATTENTION USERS AND AUTHORIZING OFFICIALS: Please carefully review all lodging expenses in travel documents. DTS is currently experiencing an issue that will not allow users to enter zero lodging costs. If a zero lodging cost is required, go to the Per Diem Entitlements screen and select "Actual Lodging" under Per Diem Entitlement Details, then change the amount to zero and save the change. Add the following statement in the Remarks Section as documentation: "Actual Lodging requested ONLY as a workaround to allow the lodging rate to be reduced to zero on the days specified per System Problem Report (DTSP-6241)." (posted 7/6/11).....

SYSTEM DOWNTIME NOTICE: Due to maintenance, DTS will be unavailable for 12 hours beginning at 2300 EST on Friday, July 22, 2011. (Updated on 7/12/11)

### Welcome to the DTS Budget Administration Tool

To begin using the Budget Administration Tool, click on a selection in the top toolbar.

#### Budget Module Description:

The Budget Module is a bookkeeping tool used to track and manage travel funds in DTS. It facilitates fund management and reconciliation with official DoD accounting systems.

#### Resource Managers and Budget Officers use the Budget Module to do the following:

- Set up budgets for LOAs already created in the DTS Maintenance Tool
- Enable a budget to be shared by multiple LOAs assigned to suborganizations within an organizational hierarchy
- Deactivate budgets
- Track expenditures, obligations and fund availability
- Automatically rollover unused funds from quarter to quarter within a fiscal year
- Automatically track funds on either a quarterly or annual basis
- View and download a variety of summary and detail reports



**Under the Budget Main menu, select "Budget Maintenance".**

### Budget Maintenance Function

Budget Officers use the *Budget Maintenance Function* to work with existing budgets and create new ones. They use this section of the tool to do the following:

- View, edit or inactivate existing budgets in the *Show Budgets* section
- Create new quarterly or annual budgets, copy existing LOAs to the new budget and share the new budget with specified organizations in the *Create Budget* section
- View Budget Journal transactions and specify the number of transactions to view per screen

**Under the Budget Maintenance menu, select "Show Budgets".**

Show Budgets

To view a list of budgets, enter the selection criteria and click Show Budgets for Selected Organization(s).

Fiscal Year > 2012

Organization > DM6167MFR67861MCCS

Include Sub Organizations

Budget Label >

SHOW BUDGETS FOR SELECTED ORGANIZATION(S)

Click on "Show Budgets for Selected Organization(s)".

<a href="#">Edit</a>	<a href="#">Inactivate/Delete</a>	DM6167MFR67861MCCS	11 PER&PROF PR	Q	N	\$15,000.00	\$0.00	\$0.00	\$0.00
<a href="#">Edit</a>	<a href="#">Inactivate/Delete</a>	DM6167MFR67861MCCS	11 RWW YRRP	Q	N	\$0.00	\$0.00	\$100,000.00	\$0.00
<a href="#">Edit</a>	<a href="#">Inactivate/Delete</a>	DM6167MFR67861MCCS	11 SAPR PRGM	Q	N	\$25,000.00	\$0.00	\$0.00	\$0.00
<a href="#">Edit</a>	<a href="#">Inactivate/Delete</a>	DM6167MFR67861MCCS	11 SF FITNESS	Q	N	\$50,000.00	\$50,000.00	\$40,000.00	\$0.00
<a href="#">Edit</a>	<a href="#">Inactivate/Delete</a>	DM6167MFR67861MCCS	11 SF HEALTH PR	Q	N	\$10,000.00	\$0.00	\$0.00	\$0.00
<a href="#">Edit</a>	<a href="#">Inactivate/Delete</a>	DM6167MFR67861MCCS	11 M			\$15,000.00	\$0.00	\$0.00	\$0.00
<a href="#">Edit</a>	<a href="#">Inactivate/Delete</a>	DM6167MFR67861MCCS	11 SF SMP	Q	N	\$10,000.00	\$0.00	\$50,000.00	\$0.00
<a href="#">Edit</a>	<a href="#">Inactivate/Delete</a>	DM6167MFR67861MCCS	11 SUB ABUSE	Q	N	\$40,000.00	\$70,000.00	\$50,000.00	\$40,000.00
<a href="#">Edit</a>	<a href="#">Inactivate/Delete</a>	DM6167MFR67861MCCS	11 TAMP	Q	N	\$50,000.00	\$50,000.00	\$50,000.00	\$0.00
<a href="#">Edit</a>	<a href="#">Inactivate/Delete</a>	DM6167MFR67861MCCS	11 VICTIM ADV	Q	N	\$30,000.00	\$0.00	\$0.00	\$0.00
<a href="#">Edit</a>	<a href="#">Inactivate/Delete</a>	DM6167MFR67861MCCS	12 YRRP	Q	N	\$10,000.00	\$0.00	\$0.00	\$0.00
<a href="#">Edit</a>	<a href="#">Inactivate/Delete</a>	DM6167MFR67861MCCS	11 YRRP 3/25	Q	N	\$0.00	\$0.00	\$30,000.00	\$0.00
<a href="#">Edit</a>	<a href="#">Inactivate/Delete</a>	DM6167MFR67861MCCS	11 YRRP MOB	Q	N	\$0.00	\$0.00	\$30,000.00	\$0.00

Click on the "Edit" option of selected LOA to update the budget.

### Edit Budget Item

Use this screen to make adjustments to budget funding target. Enter the increase or decrease in the "Funding Target Adjustment" boxes below. You can also change the status of this budget item to "Shared". **WARNING : THIS IS A NON-REVERSIBLE SELECTION.** You can also create a new budget item with a different label and an edited LOA for the org.

Note: Caption in bold is a required field.

Fiscal Year > **2012**

Budget Label > **12 YRRP**

Shared >  Yes  
 No

Organization > DM6167MFR67861MCCS

#### AMOUNT BUDGETED FOR EACH QUARTER

	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Annual
Quarterly Funding Targets:	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
Previous Quarter Carryover:		\$7,971.20	\$6,388.34	\$6,388.34	
Funding Target Adjustments:				0.00	
Transaction Adjustments:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Obligations Outstanding:	\$1,128.40	(\$1,128.40)	\$0.00	\$1,006.30	\$1,006.30
Expenditures:	\$900.40	\$2,711.26	\$0.00	\$501.09	\$4,112.75
Total Obligations:	\$2,028.80	\$1,582.86	\$0.00	\$1,507.39	\$5,119.05
Available Funding Balance:	\$0.00	\$0.00	\$0.00	\$4,880.95	\$4,880.95

Enter the funding amount and remarks.  
**NOTE:** Remarks is a mandatory field.

Remarks >

**Edit Budget Item**

Use this screen to make adjustments to budget funding target. Enter the increase or decrease in the "Funding Target Adjustment" boxes below. You can also change the status of this budget item to "Shared". WARNING : THIS IS A NON-REVERSIBLE SELECTION. You can also create a new budget item with a different label and an edited LOA for the org.

Note: Caption in bold is a required field.

Fiscal Year › **2012**

Budget Label › **12 YRRP**

Shared ›  Yes  
 No

Organization › DM6167MFR67861MCCS

**AMOUNT BUDGETED FOR EACH QUARTER**

	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Annual
Quarterly Funding Target:	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
Previous Quarter Carryover:		\$7,971.20	\$6,388.34	\$6,388.34	
Funding Target Adjustments:				<b>5000.00</b>	
Transaction Adjustments:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Obligations Outstanding:	\$1,128.40	(\$1,128.40)	\$0.00	\$1,006.30	\$1,006.30
Expenditures:	\$900.40	\$2,711.26	\$0.00	\$501.09	\$4,112.75
Total Obligations:	\$2,028.80	\$1,582.86	\$0.00	\$1,507.39	\$5,119.05
Available Funding Balance:	\$0.00	\$0.00	\$0.00	\$4,880.95	\$4,880.95

After data is entered, scroll to bottom of page to save.

Remarks › **FUNDING ISO PRE-DEPLOYMENT BRIEF ON 13 AUG 12.**

WC (2) >   
FC (2) >   
CAC (4) >   
BRC (2) >

Account 7

RON (15) >   
RBC (1) >

Account 8

JNLU (4) >   
DSSN (4) >   
ACRN (2) >

Account 9

IBOP (4) >

Account 10

TF (2) >   
LOC (2) >   
FCN (3) >   
FLN (3) >

Click to save