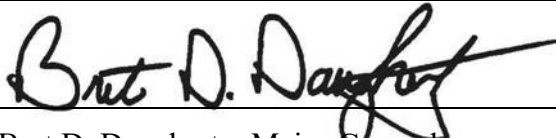


Unified Washington Military Department and National Guard Policy No. 23-01

Title	State Active Duty Expenditure Authority
References	SAAM 85.32 Delegated Authorities for Business Practices Policy (DIR-011-13) State Active Duty Pay Policy (Unified Policy 19-01) Procurement, Contracting and Leasing Policy (FIN-111-02) Capital Asset Policy (FIN-104-02) Travel Policy (FIN-102-02) Reimbursement Rates for Lodging, Meals, and Privately-Owned Vehicle Mileage State Purchase Cards (FIN-105-02)
Cross-Reference Number	N/A
Information Contact	Chief Financial Officer (CFO) Building # 1 (253) 512-7498
Effective Date	April 5, 2023
Mandatory Review Date	April 5, 2027
Revised	New
Approved By	 Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

Purpose

To establish expenditure authorities supporting State Active Duty (SAD) missions, including state-funded domestic operations, conducted by the Washington National Guard or State Guard.

Scope

This policy applies to all state funds expended by or for the Washington National Guard or State Guard in support of past, current, or anticipated SAD missions.

Policy

- A. Wages and Benefits. The Military Department Manpower and Personnel Directorate (J1) is responsible for mobilizing members of the National Guard or State Guard into SAD Status. All costs for wages and benefits, including Base Allocation for Subsistence (BAS) and Base Allocation for Housing (BAH) for service members on SAD status incurred in accordance

with the [State Active Duty Pay Policy \(WMD Unified Policy 19-01\)](#) must be approved by the J1 or designee. No additional state authorization is required.

- B. Goods and Services. All procurement of goods and services for SAD missions must follow the WMD Procurement, Contracting and Leasing Policy ([FIN-111-02](#)). Purchases must be made using a statewide contract if one is available.
1. Consumable Items. The procurement of consumable items valued at under \$100 each may be authorized by the Logistics Directorate (J4). Purchases of any consumable item over \$100, or multiple consumable items totaling over \$500, must be approved by the CFO or designee.
 2. Small and Attractive Assets. The procurement of small and attractive assets must be approved by the CFO or designee. All small and attractive assets are subject to inventory control in accordance with the WMD Capital Asset Policy ([FIN-104-02](#)).
 3. Boots, Liners and Socks for Wildfire Fighting. The purchase or replacement of boots, liners, and socks for wildfire fighting may be authorized by the J4, provided that funding is explicitly appropriated by the Legislature for this purpose.
 4. Mission Necessities. The CFO or designee may, at their discretion, issue a per-mission procurement authorization document to the J4 for mission-unique recurring expenditures, such as protective or other equipment required to conduct the prescribed SAD mission. The J4 is authorized to procure mission sustainment necessities, such as potable or bulk water, showers, laundry, and other such services, as required to support state-funded domestic operations conducted by the Washington National Guard or State Guard. Sustainment necessities must comply with the WMD Procurement, Contracting and Leasing Policy ([WMD FIN-111-02](#)). All purchases that were not pre-approved by the State Finance Office must be reported to the Contracts and Procurement Administrator within 24 hours.
 5. All other goods and services. The procurement of all other goods and services must be approved by the CFO or designee.
- C. Contracts. All contracts must follow the WMD Procurement, Contracting and Leasing Policy ([WMD FIN-111-02](#)). Only the Adjutant General (TAG) and the CFO may sign contracts on behalf of the state, including contracts for services in support of SAD operations, in accordance with the Delegated Authorities for Business Practices Policy ([DIR-011-13](#)).
- D. Meals. Meals provided for service members on SAD may be approved by the J4 and do not need CFO pre-approval. The J4 is responsible for ensuring that the cost of food does not exceed the per diem rate for the location in which the meal was provided, including gratuity, in accordance with the WMD Travel Policy ([WMD FIN -102-02](#)).
- E. Travel. Travel for service members in State Active Duty status must comply with the WMD Travel Policy ([WMD FIN -102-02](#)).
1. Transportation. Transportation procured using a statewide contract (such as rental vehicles) may be approved by the J4. Any contracted services must follow the WMD [Procurement, Contracting and Leasing Policy \(WMD FIN-111-02\)](#). It is the service member's responsibility to provide transportation to their designated drilling location; any associated costs are not reimbursable.

2. Fuel. The J4 may approve fuel purchases supporting travel and mission requirements using a state purchase card. This authority may be delegated to the Operations Directorate (J3) 24-hour Joint Operations Center (JOC) personnel during J4 off-duty hours.
 3. Lodging. Lodging that complies with the WMD Travel Policy may be approved by the J4. Lodging that exceeds the maximum allowable lodging rates must be approved by the CFO or TAG as specified in the WMD Travel Policy.
 4. Meals. Per diem costs that comply with the WMD Travel Policy may be approved by the J4 if meals were not provided. This authority may be delegated to the J3 24-hour JOC Operations personnel during J4 off-duty hours.
- F. Capital Assets. All capital assets are subject to inventory control and capitalization in accordance with the WMD Capital Asset Policy ([FIN-104-02](#)). In accordance with the Delegated Authorities for Business Practices Policy ([DIR-011-13](#)), TAG retains the sole authority to execute contracts or other documents involving the purchase, sale, lease, or use of real property. The procurement of all other capital assets must be approved by the CFO.

Definitions

Service Member: A member of the Washington Air National Guard, Washington Army National Guard, or Washington State Guard. For the purpose of this policy, the term “Service Member” only applies to such individuals while on SAD status.

Capital Assets: Capital assets include:

- Tangible assets with a life expectancy of more than one year as defined by the Office of Financial Management (OFM) and a value of at least \$5,000. The cost includes transportation charges, sales tax, installation costs, warranties, and any other normal or necessary costs required to place the asset in its intended location and condition for use.
- Land (regardless of cost), buildings, building improvements, and leasehold improvements with a cost of \$100,000 or greater.
- Intangible assets, such as rights of way or software, that have a value over \$1,000,000.

Small and Attractive Assets

- All items in the commodity class code major group 10XX – Weapons, Firearms, Signal Guns, and Accessories no matter of value; and

Assets in the following groups having a value greater than \$300:

- All items in the class code major group 5805 – Telephone and Telegraph Equipment, and Cell Phones
- All items in the class code major group 5810 – Communications Security Equipment and Components
- All items in the class code major group 5822 – Communications Equipment, Public Safety: Audio and video
- All items in the class code major group 6651 – Optical Devices, Binoculars, Telescopes, Infrared Viewers, and Rangefinders
- All items in the class code major group 6710 through 6730 - Cameras, Motion Picture Cameras, Still Picture Cameras and Photographic Projection Equipment
- All items in the class code major group 7012 through 7014 – Non-portable Microcomputer Systems, including desktop and personal computers, Portable Microcomputer Systems, Laptop and Notebook Computers, Tablets and Smart Phones
- All items in the class code major group 7034 through 7039 – Plotters, Other IT Accessorial Equipment and Components (Scanners, Data Displays, etc.), Monitors, Laser Printers, Impact and Other Printers
- All items in the class code major group 7420 through 7450 – Accounting and Calculating Machines, Typewriters and Office Type Composing Machines, Office Type Sound Recorder
- All items in the class code major group 7730 – Record Players, Radios, Television Sets, Tape Recorders, VCRs, and Video Cameras, Home Type

Consumable Items: Items that are routinely depleted and/or intended to be used up, such as paper, pens, file folders, toner, and cleaning products.

Procedures

1. If CFO or designee authorization is required:
 - a. J4 completes SAD Resource Request Form and submits to State Finance (CFO or Activation Liaison).
 - b. CFO or Activation Liaison reviews resource request and approves or denies, then sends back to J4.
 - c. J4 completes procurement.
 - d. If the item is procured using a state purchase card, the resource request form must be submitted with the purchase card reconciliation documents at the end of the statement period. State purchase card usage and reconciliation must comply with WMD State Purchase Cards policy ([FIN-105-02](#)).



STATE OF WASHINGTON
MILITARY DEPARTMENT
Camp Murray • Tacoma, Washington 98430-5000

State Active Duty Resource Request

This form is to request resources pertinent to the support of State Active Duty Missions.

Mission Information		
Mission Title	Date of Request enter date	Tracking Number SAD-SFY-#####
Brief Description of Mission (in one or two sentences)		
Resource Information		
Resource requested (item, quantity, description)		
Resource Justification/Purpose		
Total Estimated Cost \$	Program Index/ Charge Code	<input type="checkbox"/> Purchase <input type="checkbox"/> Lease
Ongoing/Maintenance Needs/Costs:		
National Guard Contact Info		
Unit Representative Name		
Email	Phone	
State Finance Approval (For state finance use only)		
State Finance Approving Authority Signature/Date	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Notes		