



U.S. ARMY
USAG-YONGSAN
INSTALLATION MANAGEMENT COMMAND

RSO
RELIGIOUS SUPPORT OFFICE



How To Submit Purchase Order Requests (PORs)



Unit Ministry Teams . . . Here For You!



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USAG - Yongsan

Religious Support Office

Busiest & Most Complex In Army!

- *6 Chapels In Area II*
- *21 Distinct Services Weekly*
- *80-Plus Diverse Ministries*
- *7 Vibrant Post-Wide Gatherings Weekly*
- *4 Unique Professional Centers*
- *100,000 Served Annually*

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RSO TEAM VISION

Best Ministry

Doing the Right Ministry

Best Methods

Doing the Ministry Right

Best Model

A Spiritually Inspiring Example For All

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DEMONSTRATED TRAITS

Courteous

We demonstrate kindness

Caring

We demonstrate goodness

Competence

We demonstrate skill

Excellence

*We demonstrate superior mission
accomplishment*

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UMT & Ministry Leader Training

1. Purchase Order
Requests (PORs)
& Process

2. Other Requests



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How To Submit Purchase Order Requests (PORs)



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WHAT'S A POR?

A Purchase Order Request (POR) is the official **REQUEST** you must submit to get the U.S. Government, via the Religious Support Fund Office, to pay for an approved purchase or expenditure.

All purchases / expenditures must be initiated via a "POR".

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WHAT'S A PO?

A Purchase Order (PO) is the official US Government **APPROVAL** provided to you via the Fund Office after submitting a POR.

*You can NEVER make any purchase / expenditure without an approved PO!
This is illegal, and you can be held liable!*

This means that you must pick-up your approved PO from the Fund Office on Friday 1200-1700.

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THINGS YOU CANNOT DO

- ✓ Buy or contract for something without
a) Asking via POR, and then b) Picking up an
Approved PO FIRST
- ✓ Exceed amount approved on a POR / PO
- ✓ Switch / swap / change items / vendors /
events with POs . . . Must use it for the
purpose / event / time intended / requested
If you do, you can be stuck with the bill personally!

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To HELP US HELP YOU, PLEASE UNDERSTAND . . .

- ✓ Garrison CDR owns the CTOF on behalf of US. Gov't. It's not a "Church Treasury" – it's a U.S. Gov't Non-Appropriated Fund entity with U.S. Gov't rules (often frustrating to us all!)
- ✓ Lose your cool; lose your privilege. Be Nice!
- ✓ Fixes are on the front end, not the back end. Submit correctly and give an extra week!

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THE BASIC POR CYCLE

- *Your Idea For A Purchase & You Fill Out A POR*
 - *Sponsoring Chaplain Signs POR*
 - *NLT MONs, 1630, You LOG-IN POR Into POR DROP-OFF LOG at South Post Chapel (SPC)*
 - *POR Is “QC’d” For Correctness / Missing Data**
 - *FRIs, 1200-1700, You LOG-OUT PO From PO PICK-UP LOG & Schedule / Confirm Your Purchase*
 - ***ONLY THEN, Purchase May Be Executed***
 - *Complete Purchase / Submit Receipts Per Instructions and According To Transaction Type*
- *If data is incorrect, Sponsoring CH is notified via email, Requester is cc'd, and POR is to be resubmitted by you for next week.***

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THE POR PACKET

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INSTALLATION MANAGEMENT COMMAND RELIGIOUS SUPPORT OFFICE

POR V.3 Purchase Order Request (POR) 1 APR 11

Tracking # From POR DROP OFF Logbook*
PW in The Number As The Final Step Of Submission When The POR is Drropped Off At South Post Chapel Fund Office After Sponsoring Chaplain's Signature And Being Logged into The POR Logbook
Exact Amount Being Requested On This POR: _____

Requestor / Event Information

Name: _____ Cell Phone: _____
Email: _____
Event Being Supported: _____
Sub Account: _____ Date Of The Event: _____
Vendor Name: _____
Sponsoring Chaplain: _____
*(Note--All *'s fields must be filled out correctly. See Step #2)*

Type of Transaction*
(Check ONLY one-- a separate POR must be submitted for each type of transaction)

<input type="checkbox"/> Vendor Contract (Best for weekly/seasonal purchases at MWR Vendors and D&G)	Submit 1,2,6,3
<input type="checkbox"/> Check (Only in dollars. Business taking checks in US \$\$\$)	Submit 1,2,6,4
<input type="checkbox"/> GPC (Government Credit Card Accepted On Post, Off Post Within 2 Miles, & Online)	Submit 1,2,6,5
<input type="checkbox"/> Honorarium (I use only payments for speaking/teaching, less than \$250)	Submit 1,2,6,6
<input type="checkbox"/> Escort Vendor On Post For Payment (if Vendor is willing to come On Post)	Submit 1,2,6,7
<input type="checkbox"/> Reimbursement For Off-Post Purchases	Submit 1,2,6,8
<input type="checkbox"/> Transportation (TMP Bus/Lease Roving Doring Tour Co.) Request	See Page 18, 11/12

Step 1 Fill out this Cover Sheet Page and Page 2
Step 2 Fill out the appropriate Transaction Page as noted above (1,2,3,4,5,6,7,8,9, 10, or 11/12)
Step 3 Submit ONLY the pages needed for your POR to your Sponsoring Chaplain for signature
Step 4 Submit ALL of the pages needed for your POR to South Post Chapel Fund Office RELT MON COE, 1838 walking gate to LDS YOUTH POR INTO THE POR DROP OFF LOGBOOK as noted in the Station Box above.
Step 5 Please ensure that ALL REQUIRED FIELDS marked with a "*" are filled out correctly. If any of the required fields are left blank or filled incorrectly, then you will be informed with Fund Office Status Notification Form via email. Any POR Status marked as "Re-submission" by the Fund Office will not be available for Friday Pick-Up.

*Drop off your POR RELT COE, 1838 Monday, then pick up your Purchase Order (P.O.) between 1200-1700 that Friday.
*If dropped off after Monday COE, it can be picked up between 1200-1700 the NEXT Friday.
*Once your POR is approved, purchases of your items will be coordinated / confirmed [CLICK HERE FOR ALL FORMS](#) when you pick up your P.O. on FRIDAY 1200-1300.

To speed your purchases and serve you best in the Army's Incent Fund Office, face-to-face questions will be answered from 1200-1700 on Fridays. At all other times, POR emergencies will be handled with care, courtesy, competence, and excellence by calling the Fund Manager only at CGN # 738-3670. Thank you!

For Purchase Order Request Information or Questions, Contact Fund Office at USAGYongSan.TOF@army.mil

- Just One Packet For ALL Types of PORs
- Comprehensive Directions For Each Type of Transaction
- A "FAQs" Section To Answer Common Questions
- Only Submit Pages You Need
- **Incorrect Or Incomplete PORs Returned To Sponsoring CH For Resubmission Following Week**

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POR Page 1 – Cover Sheet

1 - Cover Sheet

Requestor / Event Information

Name: _____ Cell Phone: _____
 Email: _____
 Event Being Supported: _____
 Sub Account: _____ Date Of The Event: _____
 Vendor Name: _____
 Sponsoring Chaplain: _____
 (Note: All (*) fields must be filled out correctly. See Step #1)

Type Of Transaction*
 (Check ONLY one – a separate POR must be submitted for each type of transaction)

<input type="checkbox"/> Vendor Contract (Best for weekly/seasoning purchases at MWR Vendors and D&S)	Submit 1,2,6,3
<input type="checkbox"/> Check (Only in dollars. Business taking checks in US \$\$\$)	Submit 1,2,6,4
<input type="checkbox"/> GPC (Government Credit Card Accepted On Post, Off Post Within 2 Miles, & Online)	Submit 1,2,6,5
<input type="checkbox"/> Honorarium (1 time only payments for speaking/teaching, less than \$250)	Submit 1,2,6,6
<input type="checkbox"/> Excuse Vendor On Post For Payment (if Vendor is willing to come On Post)	Submit 1,2,6,7
<input type="checkbox"/> Reimbursement For Off-Post Purchases	Submit 1,2,6,8
<input type="checkbox"/> Transportation (TMP Bus/Bus Keying/Doing Tour Co.) Request	See Page 13, 11/12

Step 1 Fill out this Cover Sheet Page and Page 2.
Step 2 Fill out the appropriate Transaction Page as noted above (1,2,3,4,5,6,7,8,9,10, or 11/12).
Step 3 Submit ONLY the correct cover for your POR to your Sponsoring Chaplain for signature.
Step 4 Submit ONLY the correct cover for your POR to South Post Chapel Fund Office RELT MORN COB, 1838
 walking route to LOS YOUR POR INTO THE POR DISCIP LEV LOGBOOK as noted in the Station line above.
Step 5 Please ensure that ALL REQUIRED FIELDS marked with a (*) are filled out correctly. If any of the required
 fields are left blank or filled incorrectly, then you will be informed with Fund Office Status Notification Form
 via email. Any POR Status marked as "Disallowed" by the Fund Office will not be available for Friday
 Pick-Up.

- Drop off your POR RELT COB, 1838 Monday, then pick up your Purchase Order (P.O.) between 1200-1700 that
 Friday.
 - If dropped off after Monday COB, it can be picked up between 1200-1700 the NEXT Friday.
 - Once your POR is approved, purchases of your items will be coordinated / confirmed [CLICK HERE FOR LOGBOOK](#)
[CLICK](#) when you pick up your P.O. on FR 1200-1300.

To speed your purchases and serve you best in the Army's Incent Fund Office, face-to-face questions will be
 answered from 1200-1700 on Fridays. At all other times, POR emergencies will be handled with care, courtesy,
 competence, and excellence by calling the Fund Manager only at CGN # 138-3670. Thank you!

For Purchase Order Request Information or Questions, Contact Fund Office at USAGYongSan, T10F@krrs.army.mil

- Always the first page of ANY POR
- Select the type of transaction you are requesting from the 7
- Only one type of transaction per POR (separate PORs for separate vendors in most cases)
- Follow all step-by-step instructions and make sure to fill-in "Tracking # From Drop-Off Log"

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POR Page 2 – Approval Sheet

Supervisory Approvals

It is the responsibility of the respective ministry leaders and sponsors to ensure that their spending is within the balance of their sub-accounts. Leaders and sponsors are responsible to budget and steward their own sub-accounts.

MINISTRY LEADERS / COORDINATORS/ TREASURERS / POCs
 (As Required by Your Sponsoring Chaplain)

Call Phone: _____ Print Name: _____
 Today's Date: _____ Sign Name: _____

SPONSORING CHAPLAIN
 Justification

 My Signature Below Affirms That This Request Supports A Legitimate Government Need

Call Phone: _____ Print Name: _____
 Today's Date: _____ Sign Name: _____

CTOF MANAGER
 My Signature Below Affirms That Funds Are Available And Have Been Committed

Today's Date: _____ Signature: _____
 Fund Manager

2-Supervisory Approval

For Purchase Order Request Information or Questions, Contact Field Office at USAGYongSanCTOF@kms.army.mil

- Always the second page of ANY POR
- Once You Complete Transaction Information, Have Sponsoring Chaplain Sign (and if required by Chaplain have Ministry Leader / Coordinator / Treasurer / Or Other POC sign)
- Bottom Block Is For CTOF Manager Use
- **All PORs MUST have a Sponsoring Chaplain Signature**

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POR Page 3 – Vendor Contract

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Vendor Contract (Preferred / Best For MWR Vendors and DHL)

INSTRUCTIONS
(Preferred For Any Recurrence Events, When The Same Calendar Month All Vendors Being AND Requested For Any Purchase / Single Event Over \$100.00 Vendor Bid)

Step #1—Requestor, please visit the Vendor and acquire a Vendor Contract for the month in which you are seeking payment.
(NOTE—A Vendor Contract is ONLY valid for 1,000.00 U.S. dollars. A separate Vendor Contract is required for February, March, etc. The vendor will provide a Contract directly to you upon request.)

Step #2—The Vendor Contract MUST be attached to this POR.
(NOTE—A separate POR is required for each event during the month. These PORs will be paper clipped, not stapled. All PORs MUST be single Vendor Contracts for the calendar month all at once. Use if your desired purchase is a 1-time purchase or a monthly purchase. All PORs must be submitted with a single monthly Vendor Contract.)

Step #3—Submit POR in accordance with "Page 1". All PORs for that given calendar month are to be paper clipped / bundled together with the monthly Vendor Contract attached to that bundle.

Step #4—Pick up your approved bundle of approved PORs for that calendar month for that vendor and the copy of your approved Vendor Contract, from the Fund Office during Regular Customer Service Hours, Fridays 12pm-4pm.

Step #5—Drop off your entire bundle of approved PORs for the month to the vendor, along with the approved Vendor Contract, no later than 2 business days prior to your first event. Vendor will not be able to provide services if paperwork is not received accordingly.
(Note - If you pick up your entire bundle of approved PORs along with the approved Vendor Contract, the vendor will not be able to provide services if paperwork is not received accordingly.)

Step #6—Once you submit all paperwork to the vendor, no further action by you is necessary for payment. However, please note it is your responsibility to follow up with vendor for coordination / confirmation of any pick-up or delivery of items.

VENDOR INFORMATION
(Check ONLY one -- a separate POR must be submitted for each different vendor)

Dragon Hill Lodge Navy Club Main Post Club
 Yongson Bowling Alley Meyer CAC Collier Field House

Please ensure that ALL information below is included in order to purchase the exact item you want **without question**. *Be detailed and specific!*

Description of Services / Items To Be Contracted

Not To Exceed (NTE) - \$ _____

For Purchase Order Request Information or Questions, Contact Fund Office at USAGYongsonCTOP@korea.army.mil

3- Vendor Contract

- For MWR Vendors & DHL !
- A Vendor Contract is good for ONLY 1 month
- A separate POR still needs to be submitted for each date that you receive goods and/or services.
- Do NOT forget to submit a Vendor Contract along with your SIGNED PORs

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POR Page 6 – Honorarium

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Honorarium Payment (1 Time Use AND Less Than \$250)

INFORMATION

Name: _____

Phone: _____

Amount To Be Paid (NTE \$250): \$ _____
(If over \$250, see Fund Office to execute a "NAF Contract")

Event Name: _____ Date of Event: _____

DETAILED DESCRIPTION OF SERVICES PROVIDED TO BE PROVIDED
(Please include ALL Dates And Services)

6 - Honorarium

For Further Great Request Information or Questions, Contact Fund Office at USAGYongsanTOR@usag.army.mil

- 1 Request may be granted per Fiscal Year (FY) for an individual. > 2, request "NAF Contract"
- The request may NOT exceed \$250.00
- A detailed description of the event and the services to be performed by the person receiving the Honorarium MUST be provided in the space given.

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POR Page 7 – Vendor Escort

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Escort Vendor On Post For Payment

**Escort Vendor On-Post To Receive Payment
(Recommended For Off-Post Purchases)**

Specific Steps:

Step 01—Contact the Vendor you wish to utilize to confirm that the Vendor is willing to come on post with you or your representative to receive direct payment at DaD Community Bank (Main Post Branch) after your event has taken place.

Step 02—Once you confirm that with the Vendor, fill out and submit your POR by MON COB, 1030.

Step 03—Pick up your approved PO during Regular Customer Service Hours, 0900-1700, to confirm the approval of your request.

Step 04—Once you have your approved PO in hand, you can officially execute the purchase. Wait until your approved PO and the payment for your event has been completed. Requestor must bring the approved PO when payment is made to the vendor at the bank.

(Note: If you execute the event without picking up the approved PO on Friday, Fund Office cannot provide payment for the event. See FAC page for more information.)

Step 05—After your event has taken place, email the Fund Office, "USAGYongsanTOR@usar.army.mil", to schedule a time at the bank to complete the payment of your event. Both the requestor and vendor are required to be present at the DaD Community Bank at the scheduled time for payment at the bank.

Step 06—Once Fund Office receives the approved PO from requestor and completes the payment to the vendor at the bank, the requestor and vendor will both sign on the check stub and PO to verify that the vendor received the complete payment from the Fund Office.

(Note: If you do not bring the approved PO to the DaD Community Bank, the Fund Office cannot complete the payment to the vendor.)

Vendor Point of Contact Information

Name: _____
 Cell Phone: _____
 Email: _____

General Description Of Items To Be Purchased

Maximum Amount For Which You Are Seeking Approval _____

For Purchase Order (PA) Use: Information on DODSAS, Contact Fund Office at USAGYongsanTOR@usar.army.mil

7-Vendor Escort

- Check ahead of time with the Vendor to make sure they are willing to come On-Post AFTER the event to receive payment.
- Include all appropriate fees, taxes, and the VAT (if charged) in your requested amount.



POR Page 8 – Reimbursement

Reimbursement For Off-Post Purchases

Expense To Be Reimbursed To Requestor (Payment to you will ONLY be in US \$)
 (You Submit A POR, Then Get An Approved PO, Only Then Can You Place An Order and Buy Items / Services, Then Submit Receipts with Page 8, Then CPOF Cuts A Check in US Dollars To Reimburse You)

Specific Steps:

Step #1 – Fill out this page "8", sign verification section below, submit POR NLT 30 NOV 0331.

Step #2 – Pick up approved Purchase Order (PO) from 12pm-5pm on Fridays. You must pick up your approved PO BEFORE executing your purchase.

Step #3 – Make purchase (You CANNOT place an order or make a purchase before having an approved PO in hand. E.LEGAL.)

Step #4 – Call vendor(s) with vendor(s) name, vendor(s) Address, vendor(s) phone number, and state total cost. Use the "Non-Resident" portion of the approved PO for your assistance with each vendor.

Step #5 – Bring receipt(s), copy of PO, and attach page "8" to the front of the approved PO to Family Office to request reimbursement. For further instructions, please see page 5 and follow directions closely.

Step #6 – Your Office will only provide reimbursement to the person who is specified below.

Requestor Verification

Name: _____
 Cell Phone #: _____

By signing below, I certify that I am, in fact, the appropriate and correct person to be reimbursed for this expense.

Signature: _____

General Description Of Items To Be Purchased In Won

Maximum Amount For Which You Are Seeking Approval W _____

8 - Reimbursement

For Purchase Order Request Information at Customs, Contact Family Office at 2433 Yongson CTPO in Wonsan, ROK

- ONLY the person listed on this page is APPROVED to receive reimbursement.
- Provide a general description of items to be purchased
- Include all local fees and VAT in your requested amount.

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POR Page 9 – Reimb. Payment

Reimbursement Payment For Off-Post Purchases

Tracking # From DRCP CPP Logbook
PD in This Number As The First Step Of Reimbursement Payment Will Be The Same As The One In The DRCP CPP Logbook After Submitting Chapter's Request And Being Logged Into The Drop Off Logbook.

Approved PD #: _____ Amount Of PD: _____

Exact DOLLAR Amount The Requester Will Be Reimbursed With:
If you eligible fill out this page, the exact dollar amount will be calculated for you in the field above. If you handwrite this form then take the total amount of work being requested for reimbursement and divide it by 1,445,000. Place the calculated amount in the amount field in the field provided above.

Note: (Equivalent ALL requests for "Fixed Reimbursement" will use the FIXED government exchange rate, which is, "1,445,000 (dollars to 1 US Dollar)" This means that you could be reimbursed slightly more or less in \$'s depending on the government exchange rate versus the market rate. The government exchange rate, adjusted only annually, must be used by us, not the market rate. Please note this.)

Instructions For Requesting Reimbursement

- In order to process your Request For Reimbursement the receipt(s) from the vendor must have the Vendor's Complete Information, including: Vendor's Name, Vendor's Address, Vendor's Phone Number, and the Total Cost.
- Drop off this Page 9, with all receipts and copy of Purchase Order (PO) in Drop Off Logbook at Fund's Office.
- Receipts dropped off by 12:00 Monday, reimbursement check will be ready 1006-1793 that Friday.

Vendors At Which You Made Purchases
(Check "Receipt" block to verify that the receipt and all vendor information is attached)

01 Vendor Name: _____	Exact Mon Amount To Be Reimbursed: \$ _____	<input type="checkbox"/> Receipt
02 Vendor Name: _____	Exact Mon Amount To Be Reimbursed: \$ _____	<input type="checkbox"/> Receipt
03 Vendor Name: _____	Exact Mon Amount To Be Reimbursed: \$ _____	<input type="checkbox"/> Receipt
04 Vendor Name: _____	Exact Mon Amount To Be Reimbursed: \$ _____	<input type="checkbox"/> Receipt
05 Vendor Name: _____	Exact Mon Amount To Be Reimbursed: \$ _____	<input type="checkbox"/> Receipt
06 Vendor Name: _____	Exact Mon Amount To Be Reimbursed: \$ _____	<input type="checkbox"/> Receipt
07 Vendor Name: _____	Exact Mon Amount To Be Reimbursed: \$ _____	<input type="checkbox"/> Receipt
08 Vendor Name: _____	Exact Mon Amount To Be Reimbursed: \$ _____	<input type="checkbox"/> Receipt
09 Vendor Name: _____	Exact Mon Amount To Be Reimbursed: \$ _____	<input type="checkbox"/> Receipt
10 Vendor Name: _____	Exact Mon Amount To Be Reimbursed: \$ _____	<input type="checkbox"/> Receipt
TOTAL AMOUNT OF MON SPENT: \$ _____		

Sponsoring Chaplain (Print Name): _____
 Sponsoring Chaplain (Signature): _____

9-Reimbursement Payment

For Purchase Order Request Information or Quantity, Contact Fund's Office at USAGYongsanGDP@korea.army.mil

- Attach Page 9 on top of your approved Purchase Order (PO) packet (POR / PO / Receipts)
- Attached all DETAILED receipts for which you are requesting reimbursement to Page 9
- Remember that you will be reimbursed based upon the Fixed Government Rate. Slight loss may occur!

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POR Page 10 – Bus Requests

Bus Request

BUS REQUEST INSTRUCTIONS

Step #1— Call (DSN # 736-8100) or visit Mr. Yu, Chen Yang at The Transportation Motor Pool (TMP) (Directions On Page 11) to Discuss Your Bus Schedule and Ask / Reserve For A Cost Estimate.

If TMP Bus is **IS** available please continue to **Step #2**

If TMP Bus is **NOT** available please continue to **Step #6**

TMP BUS REQUEST 736-7112

Step #2— Fill out a draft of Page 12 (SA 871) (your proposed Bus Schedule)

Step #3— Please Cost Estimate Data in the space provided on Page 11

Step #4— Submit POR pages 1,2,11,12 (SA 871), MLT Monday COB, 1630, To Fund's Office.

Step #5— Pick Up approved PO and signed SA 871 from Fund's Office on Fridays from 1200-1700

Step #6— Take approved PO and signed SA 871 to Transportation Motor Pool (Go out Gate 62 and continue straight across road into TMP), go to BLDG # 8728 and submit to Mr. Yu, Chen Yang (DSN # 736-8100).

Step #7— No further action by you is necessary for payment. However, please note it is your responsibility to follow up with vendor for coordination / confirmation of any pick-up or delivery.

NEW KYUNG DONG TOUR CO. BUS REQUEST

Step #8— Call (DSN # 736-3110) or visit New Kyung Dong Tour Co. (Map on Page 12) Discuss Your Bus Schedule and Reserve / Ask For A Cost Estimate.

Step #9— Fill out Page 12

Step #10— Submit POR pages 1,2,12 into your Sponsoring Chaplain for approval.

Step #11— Submit POR pages 1,2,12, MLT Monday COB to Fund's Office.

Step #12— Pick Up approved PO from Fund's Office on Friday from 1200-1700

Step #13— Take your approved PO to New Kyung Dong Tour Co. (See Map On Page 12)

Step #14— No further action by you is necessary for payment. However, please note it is your responsibility to follow up with vendor for coordination / confirmation of any pick-up or delivery.

For Further Great Request Information or Questions, Contact Fund Office at USAG YongsanTOR@usag.army.mil

10 - Bus Request

- There are TWO different types of Bus Requests depending on your situation
- Only Mr. Yu may determine if New Kyung Dong is an option.
- Follow ALL instructions listed step-by-step.



POR Page 11 – TMP Request

11 - TMP Bus Request

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TMP BUS REQUEST

DATE OF EVENT: _____

EVENT NAME: _____

OF PEOPLE BEING TRANSPORTED: _____

OF BUSES NEEDED: _____ Price Per Bus: \$ _____

ESTIMATED TOTAL COST (As Per Mr Yu At TMP): \$ _____

CHECKLIST

Approved Purchase Order (PO) with Signed EA 571 is turned into Mr. Yu at TMP, 738-8103

Confirm Reservation with Mr Yu at least 24-48 hours prior to your event

For Purchase Order Request Information or Questions, Contact Fund Office at USAGYongsanCTCF@horna.army.mil

- Make sure that all information is correct and matches the information filled out on the EA 571.
- Submit Page 1,2,11, AND the EA 571 to the Fund Office (Page 13).

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POR Page 12 – New Kyung

U.S. ARMY USAG-YONGSAN RSO
 INSTALLATION MANAGEMENT COMMAND RELIGIOUS SUPPORT OFFICE

New Kyung Dong Tour Bus Company



DATE OF EVENT: _____

EVENT NAME: _____

OF PEOPLE BEING TRANSPORTED: _____

OF BUSES NEEDED: _____ Price Per Bus: \$ _____

ESTIMATED TOTAL COST (As Per New Kyung Dong At TMP): \$ _____

CHECKLIST

Approval Purchase Order (PO) is turned into New Kyung Dong Tour Co. located at TMP, 736-7119

Confirms Reservation with Mr Yu at least 24-48 hours prior to your event

12-New Kyung Dong Tour Bus Co. Request

For Purchase Order Request Information or Questions, Contact Fund Office at USAGYongsanCTOP@korea.army.mil

- Make sure that all information is correct and matches the information filled out on the EA 571.
- Submit Page 1,2,12, AND the EA 571 to the Fund Office (Page 13)

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POR Page 13 – EA 571

REQUEST FOR MISSION VEHICLE SUPPORT (USAG REG 54-1)	
1. REQUEST FOR MISSION VEHICLE SUPPORT IS SUBMITTED	
2. TYPE OF VEHICLE REQUIRED	3. NUMBER OF PASSENGERS
4. IF PRIMARY TYPE OF VEHICLE IS NOT AVAILABLE, IS A SUBSTITUTE ACCEPTABLE?	5. DATE OF REQUEST (DATE VEHICLE SUPPORT IS NEEDED)
6. THIS VEHICLE WILL BE PROVIDED BY THE RSO?	7. THIS VEHICLE IS REQUESTED FROM REVENUE TO THE RSO?
8. OFFICIAL, USER Name, Grade, Organization and Telephone Number (Including Extension)	
9. REPORTING POINT WHERE THE OFFICER WILL REPORT AFTER PICKUP OF THE VEHICLE FROM THE OFFICE (Room No. and Room No.)	
10. DESTINATION (This should contain the vehicle's expected 1-hour)	11. OFFICER'S GRADE (State if second or 3rd class, if applicable)
12. ASSIGNATION (See where and if possible)	
13. IF AN EXTENDED DISPATCH IS REQUIRED, PROVIDE A VALID JUSTIFICATION. EXTENDED DISPATCHES WILL NOT BE GIVEN FOR CONVENIENCE.	
14. I AM AWARE AND WILL REPORT ALL PERSONNEL USING THIS VEHICLE THAT ENGAGE IN A PERSONAL USE OF THIS VEHICLE IS IN DIRECT VIOLATION OF PUBLIC LAW AND THE UNIFORM CODE OF MILITARY JUSTICE. THIS REQUEST WILL BE SUBMITTED AT LEAST 48 HOURS IN ADVANCE BEFORE THE TIME MISSION VEHICLE SUPPORT IS REQUESTED.	
15. THIS ACTIVITY DOES NOT HAVE TRANSPORTATION AVAILABLE TO MEET THIS REQUIREMENT	
16. OFFICIAL, USER Name, Grade, and Organization (Including Extension)	17. TRANSPORTATION (INCLUDE THE GRADE, NAME, AND PHONE NO.)
18. SIGNATURE AND DATE	19. SIGNATURE AND DATE
20. APPROVED BY	21. TYPE OF VEHICLE APPROVED
22. CLASSIFICATION	23. CLASSIFICATION

EA FORM 571-E, 1 JAN 02

13

- Attach this EA 571 to EVERY Bus Request that you submit to the Fund Office
- Ensure that all information is accurate
- Review Page 14 for detailed instructions on filling out the EA 571.
- Sponsoring Chaplain sign as the “OFFICIAL USER”.



THE BASIC POR CYCLE

- *Your Idea For A Purchase & You Fill Out A POR*
 - *Sponsoring Chaplain Signs POR*
 - *NLT MONs, 1630, You LOG-IN POR Into POR DROP-OFF LOG at South Post Chapel (SPC)*
 - *POR Is “QC’d” For Correctness / Missing Data**
 - *FRI, 1200-1700, You LOG-OUT PO From PO PICK-UP LOG & Schedule / Confirm Your Purchase*
 - ***ONLY THEN, Purchase May Be Executed***
 - *Complete Purchase / Submit Receipts Per Instructions and According To Transaction Type*
- *If data is incorrect, Sponsoring CH is notified via email, Requester is cc'd, and POR is to be resubmitted by you for next week.*

Unit Ministry Teams . . . Here For You!



U.S. ARMY
USAG-YONGSAN
INSTALLATION MANAGEMENT COMMAND

RSO
RELIGIOUS SUPPORT OFFICE



TEST YOURSELF . . .

**What Type Of POR
Transaction Is The Correct
One To Utilize?**

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10-MINUTE BREAK

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THE MISC. FORMS PACKET

1 - Cover Sheet

Other Miscellaneous Transactions (Not PORs) 1 APR 11

Best Ministry... Best Methods... Best Model

Tracking # From NAF CONTRACT DROP OFF Logbook
 FBI in This Number As The Final Step Of Submission When A "Contract Based" Transaction Is Dropped Off At South Post Chapel Fund Office After Sponsoring Chaplain's Signature And Being Logged Into The NAF CONTRACT DROP OFF Logbook!
 Exact Amount Being Requested

Requester's Information

Name: _____ Cell Phone: _____
 Email: _____ Title: _____
 Sponsoring Chaplain: _____ Sub Account: _____

Name Of Person To Be Contracted (If Applicable): _____
 Month Being Invoiced (If Applicable): _____

TYPE OF TRANSACTION
 (Check ONLY one -- A separate request must be submitted for each type of transaction)
 "C" = Contract Based "M" = Miscellaneous

<input type="checkbox"/> Payment Request For Existing NAF Contract-- "C"	Submit 1,2,3
<input type="checkbox"/> Payment Request For NAF Childbirth Provider-- "C"	Submit 1,2,3,4
<input type="checkbox"/> Request to Contract A Person(s) For An Event-- "C"	Submit 1,2,3
<input type="checkbox"/> Regular Friday Commissary Shopping Request (CSR)-- "M"	See Page 1
<input type="checkbox"/> Designated Offering Request (DOR)-- "M"	See Page 2
<input type="checkbox"/> Operation Helping Hands (OHH) Request-- "M"	See Page 3

Step #1 - If submitting a "Contract Based" Transaction, please see Step #2. If submitting a "Miscellaneous" Transaction, please skip to Step #3.
 Step #2 - Fill out this Cover Sheet Page and Page 2.
 Step #3 - Fill out the appropriate Transaction Page as noted above (1,2,3 or 4).
 Step #4 - Submit ONLY the pages needed for your Request to your Sponsoring Chaplain for signature.
 NOTE - "Contract Based" Requests For Payment, Offer Help or Sponsoring Chaplain's Signature must sign ALL of the forms you are responsible for payment. Remember you will ONLY be provided compensation for 30 minutes prior to an Event and 10 minutes following an Event unless you have the CTOF Manager's Approval for an exception.
 Step #5 - Submit ONLY the pages needed for your Request to South Post Chapel Fund Office (NAF NLT MORN CDO, 1630 making sure to LOG YOUR NAF CONTRACT TRANSACTION INTO THE NAF CONTRACT DROP OFF LOGBOOK as noted in the Tracker box above.
 Drop off your POR/LET CDR, 1630, Monday, then pick up your Payment Check or review your event contract between 1700-1730 that Friday. If the request is dropped off after Monday CDR, it can be picked up between 1000-1100 the NEXT Friday.
 Step #6 - Fill out the appropriate Transaction page as noted above (1,2,3 or 4).
 Step #7 - Follow the appropriate and applicable instructions listed on your specified transaction page.
 Step #8 - Submit your Transaction in accordance with the instructions listed on the specified transaction page.
 NOTE - "M" (Miscellaneous) transactions are handled differently than a typical POR or "Contract Based" Transaction. Please see instructions listed in the transaction page.
 For CTOF Related Information or Questions, Contact Fund Office at USAGYongSanCTOF@www.army.mil

- Just One Packet For ALL OTHER FUND OFFICE FORMS
- Comprehensive Directions For Each Type of Transaction
- Only Submit Pages You Need
- **Incorrect Or Incomplete Forms Returned To Sponsoring CH For Resubmission**

Unit Ministry Teams . . . Here For You!



Page 1 – Cover Sheet

USAG-YONGSAN
 INSTALLATION MANAGEMENT COMMAND

RSO
 RELIGIOUS SUPPORT OFFICE

MISC V.3 Other Miscellaneous Transactions (Not PORs) 1 APR 11

Best Ministry Best Methods Best Model

Tracking # From NAF CONTRACT DROP OFF Logbook
Fill In This Number As The Final Step Of Submission When A "Contract Based" Transaction Is Dropped Off At South Post Chapel Fund Office After Sponsoring Chaplain's Signature And Being Logged Into The NAF CONTRACT DROP OFF Logbook!
 Exact Amount Being Requested

Requester Information

Name: _____ Cell Phone: _____
 Email: _____ Title: _____
 Sponsoring Chaplain: _____ Sub Account: _____

Name Of Person To Be Contracted (If Applicable): _____
 Month Being Invoiced (If Applicable): _____

TYPE OF TRANSACTION
 (Check ONLY one -- A separate request must be submitted for each type of transaction)
 "C" = Contract Based "M" = Miscellaneous

Payment Request For Existing NAF Contract-- "C" Submit 1,2,A3
 Payment Request For NAF Childcare Provider-- "C" Submit 1,2,A4
 Request to Contract A Person(s) For An Event-- "C" Submit 1,2,A6
 Regular Friday Commissary Shopping Request (CSR)-- "M" See Page 1
 Designated Offering Request (DOR)-- "M" See Page 2
 Operation Helping Hands (OHH) Request-- "M" See Page 3

Step #1 - If submitting a "Contract Based" transaction, please see Step #2. If submitting a "Miscellaneous" transaction, please skip to Step #6.
Step #2 - Fill out this Cover Sheet Page and Page 2.
Step #3 - Fill out the appropriate Transaction Page as noted above (1,2,3 or 4).
Step #4 - Submit ONLY the pages needed for your request to your Sponsoring Chaplain for signature.
NOTE - Contract Request For Payment, Offer of a Sponsoring Chaplain or Designer must sign ALL of the forms you are requesting for payment. Remember you will ONLY be provided compensation for 30 minutes prior to an event and 10 minutes following an event unless you have the CTOF Manager's approval for an exception.
Step #5 - Submit ONLY the pages needed for your Request to South Post Chapel Fund Office NEXT MON COB, 1030 making sure to LOG YOUR NAF CONTRACT TRANSACTION INTO THE NAF CONTRACT DROP OFF LOGBOOK as noted in the tracking box above.
 Drop off your POR/LET COB, 1030, Monday, then pick up your Payment Check or review your event contract between 1200-1700 that Friday. If the request is dropped off after Monday COB, it can be picked up between 1200-1700 the NEXT Friday.
Step #6 - Fill out the appropriate Transaction page as noted above (1,2,3 or 4).
Step #7 - Follow the appropriate and applicable instructions listed on your specified transaction page.
Step #8 - Submit your Transaction to accordance with the instructions listed on the specified transaction page.
NOTE - "M" (Miscellaneous) transactions are handled differently than a typical POR or "Contract Based" Transaction. Please see instructions listed in the transaction page.

For CTOF Related Information or Questions, Contact Fund Office At USAGYongsanCTOF@usagarmy.com

- Three “Contract Based” Forms Require Page 1 & Logging Into Contract Drop-Off Log Book At Fund Office
- Other Three “Miscellaneous” Forms Are NOT Turned In Via Drop-Off Boxes – Single Page Forms Only
- Simply “Follow The Directions” On Cover Sheet & Each Page

Unit Ministry Teams . . . Here For You!



Page 2 – Supervisory Approval

Supervisory Approvals

SPONSORING CHAPLAIN
(If submitting Page 4 (5) "Payment Request For 647 Childwatch Provider", please sign directly on Page 4 (1) in the space provided for the specific event you are verifying as well.)

Justification _____

 My Signature Below Affirms That This Request Supports A Legitimate Government Need
 Cell Phone: _____ Print Name: _____
 Today's Date: _____ Sign Name: _____

OFFICE USE ONLY (CONTRACTOR DO NOT WRITE BELOW!)

CTOF CONTRACT REPRESENTATIVE

Contactor Payment (Page 3)
 My Signature Below Affirms That I Have Reviewed The Above Named Individual's Contract and Certify That They Are Within The Limit Set Within Their Contract.

Childwatch Care Provider (Page 4 / 5)

Sub-Account: _____	Total Hours: _____	Sub-Account: _____	Total Hours: _____
Sub-Account: _____	Total Hours: _____	Sub-Account: _____	Total Hours: _____
Sub-Account: _____	Total Hours: _____	Sub-Account: _____	Total Hours: _____
Sub-Account: _____	Total Hours: _____	Sub-Account: _____	Total Hours: _____

TOTAL HOURS: _____ x \$13/Hour = TOTAL: _____

event Contract (Page 6)

Event Name: _____ Event Date: _____
 Today's Date: _____ Sign Name: _____
 CTOF Contract Representative

CTOF MANAGER

My Signature Below Affirms That Funds Are Available And Have Been Committed
 Today's Date: _____ Signature: _____
 Fund Manager

For CTOF Related Information or Questions, Contact Fund Office @ USAGYongsanCTOF@hrcsa.army.mil

2-Supervisory Approval

- For use with Page 3,4/5, and 6 only
- Fill In top block only . . . Rest of form is for Office use only

Unit Ministry Teams . . . Here For You!



Page 3 – NAF Contractor Pymnt

U.S. ARMY USAG-YONGSAN RSO
INSTALLATION MANAGEMENT COMMAND RELIGIOUS SUPPORT OFFICE

MPR V.3 Payment Request For Existing NAF Contractor 1 APR 11

Contractor's Information

Name: _____ Contractor's Title: _____

By signing below I affirm that the following services were performed in accordance with my contract from the USAG-Yongsan Chapel Tithe and Offerings Fund and as such I hereby request payment for services rendered.

Signature: _____ Date: _____

Services Performed

Month Being Invoiced: _____ Sub-Account: _____

Type of Service Performed: _____

Number of Units: _____ x Per Unit Price: _____ = Total amount: _____

Type of Service Performed: _____

Number of Units: _____ x Per Unit Price: _____ = Total amount: _____

Type of Service Performed: _____

Number of Units: _____ x Per Unit Price: _____ = Total amount: _____

Type of Service Performed: _____

Number of Units: _____ x Per Unit Price: _____ = Total amount: _____

Type of Service Performed: _____

Number of Units: _____ x Per Unit Price: _____ = Total amount: _____

Type of Service Performed: _____

Number of Units: _____ x Per Unit Price: _____ = Total amount: _____

Type of Service Performed: _____

TOTAL AMOUNT OF REQUEST: _____

3 - NAF Contractor

For ETOP Related Information or Questions, Contact Field Office at DMAGYongsanCTOP@hqs.usag.mil

- Fill in services performed info
- Ensure that the Contractor signs in the space provided in the top block.
- Turn in Pages 1,2,3

Unit Ministry Teams . . . Here For You!



Page 4 /5 – Childwatch Payment

Payment Request For NAF Childwatch Provider
Summary of Service Page

U.S. ARMY USAG-YONGSAN INSTALLATION MANAGEMENT COMMAND RSO RELIGIOUS SUPPORT OFFICE

Event #1			Date: _____
Actual Start Time: _____	Actual End Time: _____	Total Hours: _____	
Sponsoring Chaplain/Designated Representative			
Congregation/Sub-Account Information: _____			
Print Name: _____		Signature: _____	
Event #2			Date: _____
Actual Start Time: _____	Actual End Time: _____	Total Hours: _____	
Sponsoring Chaplain/Designated Representative			
Congregation/Sub-Account Information: _____			
Print Name: _____		Signature: _____	
Event #3			Date: _____
Actual Start Time: _____	Actual End Time: _____	Total Hours: _____	
Sponsoring Chaplain/Designated Representative			
Congregation/Sub-Account Information: _____			
Print Name: _____		Signature: _____	
Event #4			Date: _____
Actual Start Time: _____	Actual End Time: _____	Total Hours: _____	
Sponsoring Chaplain/Designated Representative			
Congregation/Sub-Account Information: _____			
Print Name: _____		Signature: _____	
Event #5			Date: _____
Actual Start Time: _____	Actual End Time: _____	Total Hours: _____	
Sponsoring Chaplain/Designated Representative			
Congregation/Sub-Account Information: _____			
Print Name: _____		Signature: _____	

4-NAF Childwatch Provider

For CTOF Related Information or Questions, Contact Field Office at USAGYongsanCTOF@usac.army.mil

- Fill in services performed info
- Turn in Pages 1,2,4, (5+)
- Page 5 is to be used / copied if additional space needed
- Childcare workers maintain this form and request a sponsoring chaplain's signature at the completion of the event.

Unit Ministry Teams . . . Here For You!



Page 6 – Request to Contract

U.S. ARMY USAG-YONGSAN INSTALLATION MANAGEMENT COMMAND RSO RELIGIOUS SUPPORT OFFICE

ENC V.3 Request to Contract A Person(s) For An Event 1 APR 11

WHAT IS A REQUEST TO CONTRACT A PERSON(S) FOR AN EVENT TRANSACTION?
 A "Request to Contract Person(s) For An Event" is used for funding special speakers, singers, guests or lecturers for a single event or conference. If amount being requested is above the \$250 maximum limit, attendees are encouraged to have the contracted individual(s) pay all costs (transportation, lodging, food, supplies) out of their resources. Since the event is complete, only check in of RSO will be given for the total expenses on related items.

CONTRACTOR INFORMATION
 Individual(s) Being Contracted: _____
 Mailing Address: _____
 Telephone: _____
 Email: _____

EVENT INFORMATION
 Proposed Event: _____
 Sub Account: Date Event: _____

Amount For:	Estimate	Actual
1. Speaking / Singing / Teaching Stipend (Payment)	_____	_____
2. Transportation / Airfare (To be reimbursed)	_____	_____
3. Lodging (To be reimbursed)	_____	_____
4. Other items / supplies (To be reimbursed)	_____	_____
TOTAL COST OF CONTRACT	_____	_____

INFORM FOR YOUR REQUEST

- Submit your request by Monday COB, 1630 to the Fund Office at South Post Chapel. They come on Friday between 1200-1700 to review the contract and make any necessary changes.
- By the following Wednesday COB, 1630 you will receive a digital copy of the "Event Contract" via email. Forward the "Event Contract" to the Contractor for signature and have the Contractor scan / email the signed copy back to you.
- Forward the signed digital copy to the Fund Office, "USAGYongsanCTOP@usra.army.mil".
- If you are paying a check directly to the Contractor in person, you must do so at the conclusion of the event, and the earliest you may pick up the Payment Check from the Fund Office is the Friday before your event between 1200-1700.
- If your contract includes bringing in a speaker or guest from off post who does not have pass privileges on USAG-Y please contact RSO Post Pass Clerk at 758-3014 for information and Pass packet at least **TWO WEEKS** in advance.

For CTOP Related Information or Questions, Contact Fund Office at USAGYongsanCTOP@usra.army.mil

6 - Request To Contract A Person(s)

- For An Event Singer, Speaker, Accompanist, Teacher, etc.
- IF over \$250, or IF Honorarium has already been given to person once during the Fiscal Year (FY)
- Provide clear cost estimates
- Follow steps



Page 7 – Commissary Run

7 - Commissary Run

Regular Friday Commissary Shopping Request | APR 11

1. Regular Friday Commissary Shopping Requests (CSR) are submitted differently than a POR. CSRs are made via this form.

2. Fill out form with specific items and total not to exceed (NTE) cost.

3. Take or email CSR to your sponsoring chaplain for signature/approval.

4. Pickups are signed CSR from services.

5. Go to Commissary on Friday mornings only. **With a copy of your signed CSR, select your items and be checked out by 11am.** In order to start the checkout process, items begin at 11am. When the commissary closes, items will remain in area for your items. You must have a copy of signed CSR to enter, so please take necessary steps to get CSR signed in order to get into commissary. Items will not be able to get in and check out and you will not be able to get in and check out. Items will not be able to get in and check out. Items will not be able to get in and check out.

NOTE--(Requests for a time other than 11am on Friday must be submitted, approved, and coordinated by a standard Purchase Order Request (POR) via the standard POC process and timeline.)

Shopper Information

Name: Call Phone #

Unit/Ministry/Congregation: (Please list Sub-Account #)

Event being Supported (Justification):

Items to be Purchased

[Requesting Chaplain ONLY](#)

Not to Exceed (NTE) Amount: Date:

Print Name:

Signature:

- For Normal, FRI 11 AM, Post-wide Commissary Run
- If other time needed, submit a POR via standard timeline
- Must have Chaplain's signature
- **YOU MUST BRING THIS FORM WITH YOU TO THE COMMISSARY.** No exceptions (Having your Sponsoring Chaplain give verbal approval via phone is not acceptable.)
- Be ready to check out at 11AM
- Items will be screened by the Fund Clerk when you check out.

Unit Ministry Teams . . . Here For You!



Page 8 – Designated Offering (DO)

Designated Offering Request

INSTRUCTIONS

USAR 887.7 mandates that DOs can only be given to organizations, NOT individuals!

Step #1—Fill out this Designated Offering Request (DOR) Form with ALL required information.

Step #2—Turn in DOR to your Sponsoring Chaplain for Approval.

Step #3—Turn into Religious Support Office for the Garrison Chaplain's approval via Ms. Kim, 738.3611, at least 2 Mondays prior to your offering date.

Step #4—Pick up your approved DOR and scan / send email to Fund Office, USAGYongsanCTOP@korea.army.mil. Please do this to allow the Fund Office enough time to prepare the necessary OCS and bank bag for your request.

Step #5—Bring a copy of the DOR to your service on the day of your DO and present to Chaplain Assistant on duty when signing Offering Control Sheet (OCS).

NOTE—Chaplain Assistant, place this form in the bank bag with the offering.

INFORMATION

Date Designated Offering is to be taken: _____

Name of Organization: _____

Make check to (if different than organization name): _____

Mailing Address: _____

Telephone: _____

CONSPIRATION / GROUP APPROVALS

Designated Faith Group Leader or Contracted Leader, if applicable

Print Name: _____

Date: _____ Signature: _____

Garrison Chaplain

Print Name: _____

Date: _____ Signature: _____

GARRISON CHAPLAIN APPROVAL

Date: _____ Signature: _____ Garrison Chaplain

For CTOP Related Information or Questions, Contact Fund Office at BRAC7YongsanCTOP@korea.army.mil

- At least 2 weeks out
- Sponsoring Chaplain signs
- Bring / send to Ms. Kim at Garrison Chaplain's Office
- Garrison will email / cc Fund Office / Requester
- PUT A COPY OF THE DO IN OFFERING
- Remind Chaplain Assistant



Page 9 – Op Helping Hand (OHH)

OPERATION HELPING HANDS REQUEST 1 APR 11

PROGRAM INFORMATION

- Operation Helping Hands (OHH) is a program managed by the Religious Support Office and funded by the Chapel Tithe and Offerings Fund (CTOF) to assist service members who are unable to meet even the most basic of needs without outside assistance.
- The OHH program provides the Service Member (SM) with a \$75.00 check written directly to the Commissary.
- It is the responsibility of the Sponsoring or Unit Chaplain to ensure that all procedures and qualifications have been met before referring a SM.
- During Regular Duty Hours SMs are referred to the Chapel Garrison NCOIC at the Religious Support Office (Ring 27346, 738-0613).
- During Non-Regular Duty Hours SMs are unable to receive O.H.H. funding and can be referred to the Chapel Garrison NCOIC, contact info above, during the next duty day.

OHH QUALIFICATIONS AND PRE-REQUEST CHECKLIST
(Sponsoring or Unit Chaplain initial on the spaces below if the statement is TRUE)

___ SM is the rank of E-5 and below.

___ SM is within maximum limit of OHH Vouchers for current Fiscal Year (FY)
(Fiscal Year is from October--September. SM is only authorized 2 OHH Vouchers per FY)

___ SM has requested assistance from the American Red Cross and the Army Emergency Relief Fund before being referred to OHH.

SERVICE MEMBER:

Rank: Last Name: First Name: MI:

Cell Phone: Email Address:

Unit:

SPONSORING CHAPLAIN:

Name:

Unit:

Date: Signature:

CTOF MANAGER:

My signature below affirms that I have reviewed the service member's situation, confirmed that all appropriate procedures were followed, and that the service member qualifies for assistance.

Date: Signature: Fund Manager

For CTOF Related Information or Questions, Contact Fund Office at USAGYongsanCTOF@korea.army.mil

- Program sponsored by the Religious Support Office to assist Service Members and their families in need.
- Can only be given twice during a Fiscal Year (FY)
- Must receive the approval of the Unit / Sponsoring Chaplain and Fund Manager

Unit Ministry Teams . . . Here For You!



Summary Of Enhancements

1 - Cover Sheet

1 - Cover Sheet

- Full-time Customer Care Rep!
- “ALL” Fund Office Forms Clarified, Step-By-Step Instructions Into 2 Packets: POR & Misc. Forms
- Goal is to be **BEST FUND** in the Army by balancing Army’s needs and customer’s desires w/ Care, Courtesy, Competence & Excellence

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New Forms Used As Of Monday, 6 JUN 2011

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THANK YOU !!!

**Progress & Improvements Not Possible
Without
YOU & YOUR COOPERATION!**

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