

Joint Force Headquarters  
Connecticut Military Department  
Hartford, Connecticut 06105-3795  
21 October 2015

General Order 2015-2  
Rapid Action Revision

**FINANCIAL ADMINISTRATION  
MILITIA ACCOUNTS  
RAPID ACTION REVISION (RAR)**

**Summary of Change.** This RAR incorporates Chapter 4, "Revenue" into General Order (GO) 2015-2, and directs specific handling and processing of Governor's Guard revenue.

**Applicability.** This GO is immediately applicable to the four units of the Governor's Guards and to any other unit of the armed forces of the state hereafter identified applicable by written order of the Adjutant General.

**Supplementation.** Supplementation of this GO and this RAR is prohibited without prior approval of the Adjutant General.

**Proponent.** The proponent for this GO is Connecticut Military Department (CTMD), Military Fiscal Office, William A. O'Neill Armory, 360 Broad Street, Hartford, CT 06105

**Suggested Improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Office of the Adjutant General, ATTN: CTMD-HS, Governor William A. O'Neill State Armory, 360 Broad Street – Room #113, Hartford, CT 06105-3795.

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By Order of the Adjutant General, duly authorized, in accordance with (IAW) Conn. Gen. Stat. § 27-20

  
THADDEUS J. MARTIN  
Major General  
The Adjutant General

## **Chapter 4 Governor's Guard Revenue**

### **4-1 Definitions**

a. Revenue means income generated from the performance of services, the sale of goods or from any other use of governmental assets associated with the operations of the Governor's Guard. Revenue includes the receipt of anything of value offered or given for Governor's Guard services, including donations, honoraria, appearance fees, rental or facility use fees and/or bequests. Non-governmental organizations or corporations are not entitled to receive or solicit revenue for Governor's Guard activities, operations or events unless specifically authorized by the Adjutant General in writing (e.g., approval through the Community Action Committee for the third party use of a military facility).

b. Governor's Guard activities, operations or events means any individual, select members or unit activity performed during a period of ordered duty -- scheduled drill, annual training, unit event or while on orders issued by the Connecticut Military Department.

c. Payor means the person or organization (including government agencies and corporations) who makes or who is or may be obliged to make, a payment of revenue for services (i.e., the activities, operations or events) provided by any element of the Governor's Guard.

### **4-2 Purpose**

a. The purpose of this Chapter is to emphasize the Adjutant General's directive that members of the Governor's Guard will not handle or process revenue and that other organizations will not receive revenue for the services performed by any element of the Governor's Guard.

b. The purpose of this Chapter is also to provide directives concerning the handling and processing of revenue generated by Governor's Guard activities, operations or events.

c. Violations of this GO may be considered punitive in nature by the command and result in adverse personnel action, including discharge from the armed forces of the state/Governor's Guard.

### **4-3 Responsibilities**

a. Commandants will ensure that all personnel within their unit are aware of the policies pertaining to revenue and the prohibition on unauthorized third-party benefit from Governor's Guard services. Commandants must ensure members are trained on the fiscal operations of their unit, including this GO.

b. Commandants are responsible for the coordination of the activities, operations and events of all elements of their unit, including those that involve the generation of revenue. The coordination is limited and may not bind the unit or any element of the unit to the performance of duty. Commandants must process all proposed activities, operations and events (including musical appearances, parades and civic ceremonies) through the chain of command (e.g., Yearly Training Calendar, Annual Training, etc.) and/or the community action committee (e.g., Civic event – parade, concert, etc.) for command approval. Without proper approval, the activity, operation or event is not authorized to be conducted by the unit or any element of the unit and no unit resources may be utilized, including uniforms or the association of the unit (e.g., use of the unit name or “Governor’s Guard”) with the activity, operation or event.

c. Commandants or their Executive Officer must coordinate all activities, operations and events through the Military Administrative & Programs Officer (MAPO). If the matter is sensitive or appropriate only for direct command communication, the commandant must communicate/coordinate the activity, operation or event directly through command channels – through the Assistant Adjutant General (AAG) or directly with the Adjutant General (TAG).

d. Members of the Governor’s Guard will not, to the fullest extent practicable, handle or process revenue. If a member of the Governor’s Guard finds him or herself involved in the handling or processing of revenue, including any discussion of handling or processing revenue with a payor or potential payor, such handling or processing or discussion of revenue must comport with this GO.

d. The Connecticut Military Department (CTMD), as directed by TAG or AAG, is responsible for the staffing and processing of all Governor’s Guard activities, operations or events.

#### **4-4 Processing Revenue**

a. All revenue generated from the activities, operations or events of any element of the Governor’s Guard must be directly transferred to the CTMD, to the MAPO or to the Fiscal Office.

b. The commandant and Governor’s Guard members must avoid involvement with the handling and processing of revenue. The commandant and unit members must facilitate the transfer of all revenue directly from the payor to the Connecticut Military Department. It is recognized that in some instances the payor may inadvertently send revenue through the unit commandant to the CTMD. In such instances, the commandant must immediately forward the revenue to the CTMD through the MAPO, with a memo explaining the circumstances involving the Governor’s Guard in the handling and processing of revenue.

c. To facilitate the handling and processing of revenue in accordance with this GO, the commandant will ensure that any communication with a party that involves revenue informs the party that Governor's Guard personnel are not authorized to involve themselves in the handling and processing of revenue and direct the party to contact the MAPO for discussions involving revenue. If asked, the commandant or unit personnel will direct the party that all revenue must be made payable to **"Treasurer – State of Connecticut"** and be transferred directly to MAPO, CTMD.

d. Payors must send revenue directly to CTMD – to the MAPO or alternately (e.g., rental fee) to the Fiscal Officer. Payors must be directed to MAPO for any questions or concerns relative to the handling or processing of revenue.

#### **4-5 Training**

a. Commandants must ensure that the members of their respective units are properly trained on this GO. Commandants must ensure that their training schedules include training on this GO annually.

b. Commandants must coordinate training through the chain of command (e.g., training schedule, Yearly Training Calendar, etc.). Coordination shall incorporate training on this GO.