

## 2020 EMPG QUARTERLY CHECKLIST

### **Quarter 1** Report Due 4/10/20

- Progress Report submitted to RFM
- Any work product such as plans or documents completed submitted to RFM
- Exercise Improvement Plan (AAR) Submitted for Exercises

### **Quarter 1** Request for Reimbursement (Claims) Due 4/30/20

- Request for Reimbursement
  - Signed by Chief Financial Officer
- General Ledger
- Time Sheets signed by EM and Supervisor
  - January
  - February
  - March

### **EOP Assessment Tool** Completed by 6/30/20 and Submitted to RFM

### **EOP** Submitted to RFM by 6/30/20

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