

## **APPENDIX 14 ARNG ADMINISTRATIVE SERVICES ACTIVITIES**

### **Section 1401. General.**

a. This Appendix to the Master Cooperative Agreement (MCA) prescribes the terms, conditions and administrative procedures related to the National Guard Bureau's (NGB) Federal contribution for Administrative Services Activities for the Army National Guard.

b. Statements of Facts: The authorities and provisions set forth in ~~NGR 5-4~~ PARC policy, the former NGR 5-1, or successor CNGB instruction and manual are incorporated into this Appendix by reference.

### **Section 1402. Additional Definitions:**

Commercial Printing: Any procurable printing and reproduction requirements solicited or obtained from any source other than the supporting GPO procurement office or supporting DAPS.

### **Section 1403. Office of Primary Responsibility.**

a. The Office of Primary Responsibility for this appendix is the Army National Guard Facilities Branch (ARNG-CSO-F). National Guard Bureau, Army National Guard Readiness Center 111 S. George Mason Dr. Arlington, Virginia 22204.

b. Chief ARNG Facilities Branch, for the purpose of this Appendix, is the designee of the Chief, National Guard Bureau, and is the individual authorized to make final approval of all program budgets and modifications to them and to the language of this Appendix, to authorize distribution of funds to the USFPO, to receive specified accounting reconciliation reports, and to take any other action on behalf of the NGB, as specifically reserved under this Appendix for ARNG-CSO-F. The Program Manager, Admin Services, acts on behalf of the Chief ARNG Facilities Branch in the daily administration of this Appendix

### **Section 1404. Scope of Agreement.**

a. Scope of Services. The State shall provide assistance in the performance of Document Management Administrative Services.

b. Performance Specifications. Performance specifications are based on the authorized activities of Section 1405 of this Appendix.

### **Section 1405. Authorized Charges/Activities.**

a. Personnel.

1. Payments for state employee salaries, to include approved overtime, and allowable benefits in accordance with state personnel policy for the payment of salary and benefits of like state government positions within the same geographic area. If a state has a pay raise, pay freeze, or pay cap, a hiring freeze or employee furloughs for like positions throughout the state, then state employees under this appendix will have corresponding limitations. When there is no like state government position available, salaries and benefits will be equivalent to a comparable grade and series Federal Civil Service position in the geographic area.

2. Costs for regular overtime that is required by Fair Labor Standards Act (FLSA), based on the work schedule authorized by the SMD, will be allowed and funded in each budget cycle. Scheduled overtime should be avoided. When operational requirements or personnel circumstances dictate additional staffing in support of the mission, ARNG-CSO-F may authorize scheduled overtime to satisfy minimum staffing requirements.

b. Authorized Activities are those where the Grantee provides *assistance* in accomplishing the following Document Management Services to include:

1. Assistance in Records Management to include, receiving, storage, Records Holding Area (RHA) operations, cataloging, and retrieval.
2. Assistance in Official Mail and Distribution, and Locator Management, receiving, reporting and distribution.
3. Assistance in Copier Management to include collection of expenditure data, production data, assembling data for reporting consumption.
4. Assistance in Forms and Publications Management.
5. Assistance in Field printing and reproduction facilities, when approved by ARNG-CSO-F, and chartered to support printing and reproduction requirements.

**Section 1406. Unauthorized Charges/Activities.**

a. All charges/activities not authorized in Section 1405 above unless approved by ARNG-CSO-F prior to execution.

b. Reimbursement to the state for any “commercially” procured printing services or products.

c. Reimbursement to the state for copier services to include rental, lease, purchase, or maintenance.

**Section 1407. Budget Requirements.**

a. State Operating Budget.

1. ARNG-CSO-F shall provide Admin Services Base Operations Annual Funding Guidance (AFG) to the State CA PM. The CA PM shall identify an Approved Budget Amount for the FY to cover projected Base Operations Administrative Services costs by area authorized by this agreement. Base Operations Funding used outside the agreement shall also be identified by program area. ARNG-CSO-F shall review and approve or disapprove the State CA PM Administrative Services budget.

2. Changes the CA PM makes to the budget during the fiscal year do not require ARNG-CSO-F approval as long as the supported areas do not change.

3. Funding Priorities. When a cooperative agreement is used available Base Ops funding AFG/AFP must be prioritized as follows:

A. First Priority: Charges associated with Official Mail, Distribution and Locator Management.

B. Second Priority: Records Management, Forms, and Publications management.

C. Third Priority: Authorized High Speed Duplication electronic printing, (excludes commercial procurement).

D. All other

4. Additional federal funds may be provided and directly cited in this agreement provided the MDEP and AMSCO permit the procurement of the service. The CA PM for the Administrative Services Appendix will include these estimates and funds in his budget submission to ARNG-CSO-F.

b. Budget Reports. The CA PM shall submit requested financial or budget reports that NGB Office of Primary Responsibility may require.

**Section 1408. Appendix Administration.**

The State must submit a written request, in accordance with PARC policy, the former Chapter 3 NGR 5-1, to change the instructions, terms, or conditions of this Appendix. The request will not take effect, nor can any expenditure of funds so implied therein take place, until it receives the approval of NGB. The request shall not be binding unless it is so approved and shall be on an instrument containing the signatures of both the USPFO and TAG, or authorized designees.

**Section 1409. Funding Limitation.**

a. Approved Budget/Annual Funding Program (AFP): The total dollar amount that NGB anticipates, subject to the availability of funds, being available for reimbursement to the State for its costs in fulfilling its responsibilities under this Appendix. This amount may be increased or decreased by NGB during the fiscal year.

b. Total Dollars Obligated: The total amount of funds obligated for NGB's share under this Appendix. Only funds obligated through an executed CA modification to this appendix are available for reimbursement to the State. Funds shall be obligated to this Appendix as received by the CA PM. The following funding limitations are provided for each fiscal year as it occurs:

1. Fiscal Year FY19: Federal Share (100%)	Approved Budget/(AFP) \$ _____	Total Dollars Obligated \$ _____
2. <del>Fiscal Year _____: Federal Share (100%)</del>	<del>Approved Budget/(AFP) \$ _____</del>	<del>Total Dollars Obligated \$ _____</del>
3. <del>Fiscal Year _____: Federal Share (100%)</del>	<del>Approved Budget/(AFP) \$ _____</del>	<del>Total Dollars Obligated \$ _____</del>
4. <del>Fiscal Year _____: Federal Share (100%)</del>	<del>Approved Budget/(AFP) \$ _____</del>	<del>Total Dollars Obligated \$ _____</del>
5. <del>Fiscal Year _____: Federal Share (100%)</del>	<del>Approved Budget/(AFP) \$ _____</del>	<del>Total Dollars Obligated \$ _____</del>

**Section 1410. Agreement Particulars.**

The information below shall be recorded by the Grants Officer's Representative (GOR) for compliance with the reporting requirements of the DoD Assistance Award Action Report System (DAADS) and the Federal Funding Accountability and Transparency Act of 2006, as amended.

- a. Grantee/Recipient Category: Government
- b. Grantee/Recipient Type: State Government
- c. Grantee/Recipient DUNS: 070980243
- d. Primary Place of Performance (if different from 'Issued To' on CA Modification Form):  
Vermont National Guard, 789 National Guard Road, Colchester, Vermont 05446-3099  
(To include Zip + 4)
- e. Grantee/Recipient County (Primary Place of Performance): Chittenden County
- f. Grantee/Recipient Congressional District (Primary Place of Performance): At Large
- g. Major Agency: DOD
- h. Agency Code: 2100
- i. Funding Agency: Army
- j. Program Source Agency: 21
- k. Transaction Type: Cooperative Agreement
- l. CFDA: 12.401
- m. CFDA Program Title: Operation and Maintenance, Army National Guard
- n. Program Source Account-Funding: 2065
- o. Treasury Appropriation Code: 2065
- p. Award/Obligation/Action Date: 1 Oct 2018
- q. Starting Date: 30 Sep 2019
- r. Ending Date: indef
- s. Record Type: Individual Action
- t. Fiscal Year/Quarter: FY19/1<sup>st</sup> Quarter
- u. Unique Federal Award Identification Number (FAIN) W912LN-19-2-1014
- v. Approved Budget Amount: See Appendix, Section 509
- w. R&D Award (Yes or No) No
- x. Indirect Cost Rate or CPP Rate: 0%

**EXECUTION**

***IN WITNESS WHEREOF: The parties, by their signatures, execute this Appendix and agree to its terms and conditions.***

<p><b>STATE/TERRITORY/ OR DISTRICT OF:</b></p> <p>_____</p> <p><b>BY:</b> _____ <b>STEVEN A. CRAY, MAJOR GENERAL</b> <b>The Adjutant General - VT</b></p> <p>_____</p> <p>(Date)</p>	<p><b>NATIONAL GUARD BUREAU:</b></p> <p><b>BY:</b> _____ <b>JOHN H. ABELING, COLONEL, NGB</b> <b>USPFO – VT</b></p> <p>_____</p> <p>(Date)</p>
<p><b>Approved as Legal Form:</b></p> <p>_____</p> <p><b>JACOB A. HUMBERT</b> <b>Assistant Attorney General for Vermont</b></p> <p>_____</p> <p>(Date)</p>	<p><b>Approved as to Legal Form:</b></p> <p>_____</p> <p><b>GONZALO PINACHO, LTC</b> <b>State Judge Advocate</b></p> <p>_____</p> <p>(Date)</p>