



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
UNITED STATES PROPERTY AND FISCAL OFFICER FOR NEW YORK  
330 OLD NISKAYUNA ROAD  
LATHAM, NEW YORK 12110-3514

MNPF

28 December 2017

MEMORANDUM FOR See Distribution

SUBJECT: USP&FO Property and Fiscal Bulletin Number **001-2018**, SF 270 Routing Change

1. The purpose of this bulletin is to provide guidance regarding the USP&FO handling and review of reimbursement vouchers relating to the Cooperative Agreements program.
2. A routing change to the workflow of NYARNG/NYANG SF 270 Request for Advance or Reimbursement Voucher for (traditional MCA, Capital Construction and Major Construction) is effective 1 January 2018.
3. Once Federal Program Managers certify the SF 270, they will forward directly to the appropriate Federal Comptroller for processing to DFAS. This eliminates MNPF-CA review and USP&FO signature.
4. When the SF 270 is processed for reimbursement, the Federal Comptroller will then provide an electronic version of the completed document to the following: Originating Federal PM, MNPF-CA, & MNBF. The Assistant USP&FO (fiscal) and the NYARNG Comptroller will maintain completed file copy of all SF 270s.
5. Additionally, the following SF 1035 language in the Articles or Services block will be eliminated: "Final Acceptance and reimbursement for these costs are subject to the approval of the Contracting Office upon receipt of the DCAA Audit Closing Statement." This statement is unnecessary and does not apply.
6. Direct questions to the undersigned at Ext 4711.

FOR THE CHIEF, NATIONAL GUARD BUREAU:

Encls.

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USP&FO for New York

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Assistant USP&FO (Fiscal)

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