



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

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| <b>Bulletin Number:</b>    | MNPF-EA-001  | <b>Date Issued:</b> | 07/31/13 |
| <b>Bulletin Issued By:</b> | Lawrence J. Ashley, COL, USA, USPFO-NY                                 |                     |          |
| <b>Bulletin Subject:</b>   | Cooperative Agreement Modifications/IKA/Fund Transfers/Status of Funds |                     |          |
| <b>Bulletin OPR:</b>       | MNPF-EA, Grants and Agreements   |                     |          |

1. Requests for funding adjustments (modifications) to all ARMY and ANG Cooperative Agreements:

a. Within five (5) business days of notification of funding adjustments from the (ARNG/ANG) Comptroller Division, the Program Director will prepare a modification request and submit to the USPFO, Cooperative Agreement Management Analyst. The modifications are to be signed by the ANG Comptroller and the ARNG Program Director only. This authority will not be delegated below that level.

b. The Modification request will be accompanied by a GFEBS Status of Funds (ARMY) and AF Funding Document and MORD Adjustment (ANG). The fund managers will provide all back up documentation and include specific written justifications to the USPFO which must: (a) outline a clear justification why the modification is needed (allotment increased/decreased, etc); (b) outline what specific initiatives, projects or action will result if the modification is approved.

2. In-Kind Assistance Modification Requests: If a portion of the allotment will be used for In Kind Assistance (IKA), a request for all projected IKA projects and costs will be provided along with the Modification. The IKA request will provide the justification for the federal procurement process vs. the state process which must: (a) outline a clear justification why the modification is needed; (b) outline what specific initiatives, projects or action will result if the modification is approved. IKA requests must be approved by the TAG/USPFO/Contracting Officer-USPFO, prior to Federal Procurement contracts being processed.

3. Verification of Obligated Funds: Once the modification has been executed by both the TAG/USPFO, the NYARNG Program Director must provide a verification of obligated funds (ARNG-Earmarked Funds Journal Report T Code S\_P99\_41000147) to the Cooperative Agreements Management Analyst.

4. Fund Transfers Affecting Cooperative Agreements: To process transfers of Cooperative Agreement Funds (PBAC/FMB directed or otherwise), the ANG Comptroller and the ARNG Program Director must provide the approval from NGB (based on Appendix) and a CA Modification request to the USPFO prior to the transfer being completed at both the ARNG and ANG Comptroller level.

5. This information will be incorporated into the next update of the USPFO EA SOP, P-6.

6. POC: If you have any questions, please feel free to contact CW2 Renee M. Davin at 518-786-4709 or by email at renee.m.davin.mil@mail.mil.