



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

<b>Bulletin Number:</b>	MNPF-EA-003-2016	<b>Date Issued:</b>	10 July 2015
<b>Bulletin Issued by:</b>	Lawrence J. Ashley, COL, USA, USPFO-NY		
<b>Bulletin Subject:</b>	Cooperative Agreement Centralized Personnel Plan (CPP)		
<b>Bulletin OPR:</b>	MNPF-EA, Grants and Agreements		

1. CPP: Effective 1 October 2013, the Division of Military and Naval Affairs (DMNA) has chosen to centralize the costs associated with administering the cooperative agreement program within the Agency Office of Budget and Finance (MNBF). The CPP is the mechanism which allows reimbursement for a State Grade 18 (SG18) position to administer the Master Cooperative Agreement(s) (MCA) Program at the State level.

2. REIMBURSEMENTS:

a. The CPP Cost Allocation Plan is renewed annually between the grantee, State of New York (TAG) and the USPFO-NY. The USPFO-NY has the responsibility to review and validate all costs charged to agreements for reimbursement through the CPP.

b. The cost to provide services for 2016 to the MCA is based on the SG18 salary (\$58,732) and fringe benefit rate (FBR) (53.58%) effective thru March 30, 2016. Based on salary changes and possible increases to the FBR, the Cost Allocation Plan will be periodically adjusted.

c. Each Appendix, under the MCA will pay a proportionate share of the cost annually based on the AFP for that Appendix, (see Attachment 1). The AFP values represented on Attachment 1 are only estimates and the proportionate share for each appendix will fluctuate based on actual funding. Therefore, reimbursement requests will be processed semi-annually in March and September by MNBF for each Appendix under the Cooperative Agreement to accommodate for those adjustments to funding.

d. Each ANG Comptroller and ARNG Program Manager/Fund Manager will create a separate account classification line in the accounting system of record to separately account for this salary based on the estimated cost allocation plan (attachment 1). The State Military Department will bill the Federal Government in March and again in September through the reimbursement process (SF 270). The account classification lines will be provided to CW3 Davin for transmittal to MNBF.

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e. The State Military Department (MNBF) will provide an attestation clause (attached), along with the reimbursement voucher provided to the Program Manager/Fund Manager in March and again in September, as backup documentation for audit purposes.

3. LEGAL INSTRUMENT:

a. The CPP, once signed by the TAG and the USPFO is a binding contract between the State of New York and the Federal Government for a period of five years, and can be reviewed annually.

b. Individual Cooperative Agreement Program Managers will fully support the intent of this plan and pay the assessment as established in Attachment 1.

4. If you have any questions, please feel free to contact CW3 Renee M. Davin at 518-786-4709 or by email at [renee.m.davin.mil@mail.mil](mailto:renee.m.davin.mil@mail.mil).