

UNITED STATES PROPERTY AND FISCAL OFFICER
APPOINTMENT, DUTIES, AND RESPONSIBILITIES

By Order of the Secretaries of the Army and Air Force:

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History. This printing publishes a revision of NGR 130-6 and ANGR 11-02.

Summary. This regulation prescribes the appointment, mission, duties, responsibilities, and personnel administration of the United States Property and Fiscal Officers (USPFO) for the several States, Puerto Rico, the Virgin Islands, Guam, and the District of Columbia. In addition, it provides for additional duties and authorized assistants for the USPFO. This revision clarifies mission of the USPFO, implements changes in procurement warrant requirements, updates administrative processing and changes and adds Air National Guard mobilization requirements. This regulation may not be supplemented.

Interim changes. Interim changes to this regulation are not official unless authenticated by the Executive, NGB. Interim changes will be destroyed on their expiration date unless sooner superseded or rescinded.

Applicability. This regulation applies to the Army National Guard, Air National Guard, the Active Army and the Air Force.

Proponent and exception authority. The proponent of this regulation is the Chief, National Guard Bureau (CNGB). The CNGB has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The CNGB may delegate this approval, in writing, to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

Army management control process. This regulation contains management control provisions, but does not identify key management controls that must be evaluated.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to NGB-PF, 1411 Jefferson Davis Highway, Arlington, Virginia 22202-3231.

Distribution: Special

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Chapter 1 General

1-1. Purpose.

- a. This regulation outlines the general duties, responsibilities, and governing policies applicable to the United States Property and Fiscal Officers (USPFO).
- b. It also provides procedural instructions for the selection, appointment, grade, pay and allowances, performance rating, promotion, reassignment, retirement, and/or relief of the USPFO.

1-2. Explanation of terms.

- a. The term "State" as used in this regulation includes the 50 States of the Union, Puerto Rico, Guam, the Virgin Islands, and the District of Columbia.
- b. The term "AG" as used in this regulation refers to the State Adjutant General

1-3. Background, mission and status of the USPFO.

- a. Background. The dual State/Federal status of the National Guard, unique among all military forces in the world, must be recognized if the purpose of the USPFO is to be fully understood. The National Guard in each State, until called to Federal service by the President, is a State militia under the control of the Governor. This fact, coupled with the extensive Federal support provided the National Guard while in militia status, necessitates a Federal internal management control mechanism over these resources. The USPFO, by statute, provides this internal management control mechanism. It is an arrangement which, rather than removing direct control of Federal resources to support the National Guard from the State (Adjutant General), provides a highly qualified Federal resource manager in each State who is tasked to fully support the AG's staff while providing essential oversight over Federal resources.

b. Mission.

- (1) As agents of the Chief, National Guard Bureau (CUGB), USPFOs receive and account for all funds and property of the United States in the possession of the National Guard of a specified State, and ensure Federal funds are obligated and expended in conformance with applicable statutes and regulations. They make returns and reports on Federal funds and

property as directed by the CNGB and the appropriate Service Secretary.

- (2) USPFOs advise and assist the units/organizations/activities within the State to ensure Federal property is used IAW applicable Department of the Army (DA) or Air Force (DAF) directives as implemented by the CNGB. USPFOs will take appropriate action, to include immediately notifying the Adjutant General (AG) and/or CNGB (as appropriate) to report irregularities, misuse or abuse of Federal property or funds issued to the National Guard of the State within their jurisdiction. If there are indications of criminal activity, the USPFO should notify the nearest Air Force Office of Special Investigations (AFOSI) or US Army Criminal Investigations Division (USACID) office, as appropriate.
- (3) USPFOs act as Installation/Activity Directors of Logistics, Resource Management, and Contracting within their States and as such manage the logistics support, financial management and Federal procurement systems. Upon mobilization of a supported unit, the USPFO provides that support necessary for the transition of the mobilized entity into Federal Active Duty status until its arrival at its mobilization station or point of embarkation if a direct deploying unit. The USPFO will further provide that support necessary for the mobilized unit on its return to home station until it is demobilized.
- (4) When performing his or her Federal procurement duties, USPFOs are subject to the direct supervision of the CNGB in his or her capacity as Head of a Federal Contracting Activity. Regardless of whether the USPFO has been awarded a Contracting Officer Warrant, he/she retains overall responsibility to CNGB for management of Federal procurement within the State and to insure that Federal procurement procedures, statutes and regulations are used in all Federal acquisitions.
- (5) USPFOs have a duality of responsibility with respect to their working relationships with the CNGB and the AG, who is the head of the State/Territory Mili-

tary department and selected according to the constitution of the State/Territory. USPFOs work for and are responsible to the CNGB to ensure that all applicable laws, regulations, policies, and procedures established by Congress, DOD, DA, and DAF, as implemented by the CNGB, are complied with in their State. On a day-to-day practical basis, USPFOs work directly with the AG. They must be fully responsive to the AG and the needs of the State while maintaining an "arms-length" professional relationship. USPFOs must cooperate with the AGs and fully support them, their programs and priorities within the limits established by applicable laws and regulations. Adjutants General are encouraged to fully utilize the expertise of the USPFO as a resource in determining optimal methods of accomplishing their program goals.

- (6) Although the USPFOs may delegate the day to day administration of their duties, they always retain ultimate accountability and responsibility.

c. Status.

- (1) USPFOs are commissioned officers of the Army National Guard of the United States (ARNGUS) or Air National Guard of the United States (ANGUS) on Federal Active Duty under Title 10 U.S.C. 12301(d) and Title 32 U.S.C. 708. They are assigned to the National Guard Bureau (NGB) with duty station in the State for which appointed as USPFO. USPFOs are an integral part of the NGB Staff and in effect are extensions of the NGB Staff into the States. ARNG USPFOs will wear the NGB Branch insignia.
- (2) For UCMJ purposes, the ARNGUS USPFOs are under the jurisdiction of the Commander, Military District of Washington. ANGUS USPFOs are under the jurisdiction of the Commander, 11th Wing located on Bolling, AFB, Washington, DC.
- (3) USPFOs are not subject to universal assignment in the Army or Air Force and may not be reassigned from the Active Duty assignment of USPFO unless removed from that position. (see para 2-7 and 2-8).

- (4) USPFOs enter into Active Duty and serve in their current Reserve rank, but not to exceed the rank of colonel.
- (5) USPFOs will not be appointed to any State office or position, or be assigned or perform National Guard of the State duties. They will not serve as a member of a Federal recognition board, promotion board, or any other board concerning personnel matters, nor will they serve or perform any official duty other than those incident to their assignment as the USPFO.
- (6) USPFOs may serve as active members or technical advisors to State level councils or committees such as Safety, Energy Conservation, Environmental Quality Control Council (EQCC), Readiness, Automation, Financial Management Boards, Program and Budget Advisory Committees (PBACs) and Process Action Teams (PATs).

1-4. Administration.

- a. General. The CNGB implements approved Department of the Army (DA) and Department of the Air Force (DAF) policies with respect to Federal property and funds allotted and issued to the States, and is responsible for providing USPFOs with adequate additional directives and guidance to ensure compliance. The CNGB is also responsible for those personnel and administrative matters incident to USPFOs in their status as an officer of the Army or Air National Guard on Active Duty.
- b. Position and grade. One position, in the grade of colonel, is allocated each State and is documented in the NGB Table of Distribution and Allowances (TDA). This position will not appear on the State TDA.

1-5. Communications.

- a. Incoming correspondence.
 - (1) Copies of NGB "All States" letters and other correspondence addressed to the AG that indicate the USPFO on the distribution will be mailed directly to the USPFO.
 - (2) "All States" letters and other correspondence of primary interest to the USPFO will be addressed and mailed directly to the USPFO with a copy to the AG.
 - (3) Funding documents (Army and Air), instructions for Federal contracting

- matters, as well as other issues pertaining to the functions of the USPFO will be addressed and forwarded directly to the USPFO with a copy to the AG.
- b. Outgoing correspondence.
 - (1) USPFOs are authorized to sign all documents/correspondence pertaining to required NGB reports, fund allocations, class B agent accounts (ARNG only), contracting officer's responsibilities, and such other correspondence that may deal with the administration of their duties as prescribed by law, regulations, and current policies.
 - (2) USPFOs will use only Department of Defense (DOD) USPFO letterhead stationery for the conduct of official Federal business.
 - a. Official communications.
 - (1) DOD USPFO stationery.
 - (a) Official communications which transmit, direct or task, regarding the USPFO's Federal contracting, logistics or fiscal responsibilities, will be typed on DOD USPFO stationery, and the "FOR THE CHIEF, NATIONAL GUARD BUREAU:" authority line will be used. This includes actions transmitting official office communications to other agencies, outside of the National Guard of the State and the NGB, in the course of day-to-day operational functions.
 - (b) When publishing informational documents or forwarding required reports/correspondence to the NGB, no authority line will be used.
 - (2) State Adjutant General stationery.
 - (a) When the AG has delegated this authority, the USPFO will use DOD USPFO stationery and the "FOR THE ADJUTANT GENERAL:" authority line for transmitting official office communications that are directly related to day-to-day operational matters and administration of the office of the USPFO in support of the National Guard of the State.
 - (b) When specified authority has not been delegated, the USPFO should prepare proposed correspondence, using AG stationery
- and forward it to the AG for signature.
- (3) Regardless of the method used, all correspondence that affects units or activities within a State will be coordinated with the AG prior to dispatch.
 - (4) USPFO signature blocks.
 - (a) ARNG USPFOs will use:
 - Name
 - Colonel, NGB
 - USPFO for (State)
 - (b) ANG USPFOs will use:
 - Name, Colonel, USAF
 - USPFO for (State)
- d. USPFO references. DA Pam 310-1 and ANGR 0-2 contain all the references USPFOs should have available. A consolidated list of these publications is published and distributed to USPFOs by NGB-PF.
- 1-6. USPFO Personnel Actions.
 - a. Officer Evaluation Reports/Officer Performance Reports (OER/OPR). OERs/OPRs for USPFOs are prepared IAW AR 623-105 or AFI 36-2402, as appropriate. The Adjutant General will provide a formal letter of input to assist in formulating the rating. This letter of input will be included in the permanent record of the USPFO. After considering this letter of input, the Vice Chief, National Guard Bureau will rate the officer. The senior rater will be the Chief National Guard Bureau.
 - b. TDY. USPFOs are authorized to issue orders to cover their TDY travel. The Automated Fund Control Orders System (AFCOS) electronically prepares Format 400 travel orders in lieu of DD Form 1610 as authorized by Army Regulation (AR) 600-8-105. Since the funding for the USPFO incumbent is provided through Army National Guard appropriations, this system may be used to prepare orders for Army National Guard or Air National Guard Officers. Using NGB travel order options, the orders for the USPFO may be modified to deviate from all other orders within the state to reflect the official heading for the USPFO, the authentication line "By the Order of the Secretaries of the Army and the Air Force", and the signature block of the USPFO.
 - c. Leave. In coordination with the AG, USPFOs are encouraged to take authorized leave as provided in AR 630-5/AFI 36-

- 3003, volume III. DA Form 31 (Request and Authority for Leave) or AF Form 988 (Leave Request/Authorization) will be completed by the USPFO and approved by the AG.
- (1) ARNG. The completed DA Form 31 will be provided to NGB-ARP-C, when approved by the AG, for appropriate distribution.
 - (a) No communications with NGB-ARP-C are required as long as the leave commences and terminates as specified on approved DA Form 31.
 - (b) If the leave taken does not coincide with approved leave request, the USPFO will advise NGB-ARP-C (by telephone) of the correct departure/return dates.
 - (2) ANG. After approval by AG, AF Form 988 will be forwarded to the servicing AF Accounting and Finance office.
- d. Armed Forces Identification Card. Upon reporting for Active Duty, ARNG USPFOs will report to NGB for in-processing. All necessary actions will be accomplished by the Headquarters, Department of the Army Military Support Personnel Center (JDPES-MP) to bring the officer on Active Duty, to include issue of appropriate Armed Forces Identification Card (DD Form 2A or 2AF (green)). Similar in-processing for ANG USPFOs will be accomplished at the Air Force facility supporting them.
 - e. Uniformed Services Dependent Identification and Privilege Card (DD Form 1173). Application for the Uniformed Services Identification and Privilege Card (DD Form 1172) will be submitted to the nearest active military installation or State AG office for issuance of DD Form 1173 for authorized dependents (AR 640-3 and AFI 36-3001).
 - f. Medical attachment. USPFOs will receive medical and dental support from a designated active military medical treatment facility. Authorized dependents also may receive medical and dental care at the designated facility within the limitation prescribed in AR 40-121/AFI 41-115, subject to the local availability of doctors and facilities.
 - g. Medical examination. It is the personal responsibility of the USPFO to ensure that medical examinations are accomplished as required under AR 40-501/AFI 48-123.
 - (1) USPFOs will maintain the weight standards prescribed by AR 600-9 or AFI 40-502, as appropriate. USPFOs will certify to CNGB, ATTN: NGB-PF NLT 1 October of each year whether they meet the weight standards required by applicable service regulations.
 - (2) Should a USPFO not meet the standard, immediate action will be initiated as required by the applicable regulation to achieve compliance.
 - (3) ARNG USPFOs will participate in the cardiovascular screening program IAW AR 40-501. When cleared to participate in the Army 40 and over Training and Testing Program, a copy of the DA Form 4970-E will be forwarded to CNGB, ATTN: NGB-PF.
 - h. Physical fitness.
 - (1) ARNG USPFOs will participate in the Army Physical Readiness Test (APRT) IAW AR 350-15. Each USPFO will maintain a DA Form 705. A copy of the form will be forwarded to CNGB, ATTN: NGB-PF each time the APRT is administered.
 - (2) ANG USPFOs will participate in the Air Force Physical Fitness Test IAW AFI 40-501. Each USPFO (AF) will maintain an AF Form 379. A copy of the form will be forwarded to CNGB, ATTN: NGB-PF each time the test is administered.
 - (3) In the event that a USPFO is assigned a physical profile, a copy of the profile will be provided to NGB-PF.
 - i. Promotion. Promotion of ARNG USPFOs will be governed by AR 135-155, and NGR 600-100. NGR(AF) 36-4 is to be used for processing ANG USPFOs' Active Duty (AD) promotions.
 - j. Personnel records. Official personnel records for ARNG USPFOs will be maintained by the Headquarters, Department of the Army Military Support Personnel Center (JDPES-MP), 1400 Key Boulevard, Rosslyn, Virginia 20310. A working personnel file will be maintained by NGB-ARZ-SEC. Master personnel records for ANG USPFOs will be maintained at the Headquarters, Air Reserve Personnel Center, 6760 E. Irvington Place, #4000, Denver CO, 80280-4000. The field records, normally maintained by the respective States, will be maintained by the Military Person-

- nel Flight (MPF) designated in Active Duty orders.
- k. Personal affairs. Personal affairs counseling and legal assistance, such as wills, powers of attorney, etc., will be obtained from the nearest active military installation. USPFOs should become familiar with the respective service pamphlet on personal affairs and aid for their dependents.
 - l. Retirement. If qualified, USPFOs may be retired under Title 10 U.S.C. 3911 or 8911, as appropriate, or receive retired pay under Title 10 U.S.C. 12731, et seq.
 - m. Pay and allowance. USPFOs will receive the same pay and allowances as other officers of the Active Army or Air Force of the same grade and length of service. In addition, they will be entitled to the rights, privileges, and benefits as provided by law for an officer of the Army or Air Force Reserve in the same grade and length of service. Processing will be accomplished by the Military Pay Branch, Office of the USPFO, providing that office has DJMS-AC pay processing capability. Otherwise, the Military District of Washington Finance office will process the pay.
 - n. Quarters. When the Office of a USPFO is located on or near an Army or Air Force installation, that installation commander will, upon request from the concerned USPFO and IAW established policies, provide quarters to the USPFO in the same manner as other officers assigned to that locale on detached duty.
 - o. Death. Death of USPFOs on Active Duty will be reported IAW AR 600-10/AFI 36-3002. In addition, a telephonic report will be made to CNGB, ATTN: NGB-PF during normal duty hours. After duty hours, the report will be made to the NGB Operations Center. The NGB Operations Center will notify NGB-PF at the start of the next duty day.
 - p. USPFO participation in outside commercial activities. USPFOs may engage in commercial activities outside their normal Federal duties so long as these activities do not interfere with the performance of their Federal duties or violate the provisions of DOD 5500.7-R, the Joint Ethics Regulation (JER). In this regard, USPFOs must avoid association with commercial firms with which the National Guard or Active Duty does business. Moreover, USPFOs must avoid not only a direct conflict of interest, but also the appearance of a conflict of interest. USPFOs must advise the CNGB of any proposed commercial activity that might be construed to be in contravention of these principles, and refrain from any doubtful activity until written approval from CNGB has been received.
 - q. Awards. USPFOs may be recognized for contributions to their State, the National Guard, or NGB.
 - (1) State. State awards will be processed IAW applicable State directives with an information copy of any recommendation, citation, or orders furnished NGB-PF. However, USPFOs may not wear State awards while on Active Duty under Title 10 U.S.C.
 - (2) NGB. Recommendations for NGB awards may be initiated at any level. Recommendations initiated at State level will be forwarded to NGB-PF for appropriate staff action.
 - (3) Federal awards may be initiated at any level in accordance with AR 672-5-1/AFI 36-2803. Recommendations initiated at State level will be forwarded to NGB-PF for appropriate staff action.

Chapter 2 Appointment, Active Duty, and Removal

2-1. Authority for appointment.

- a. Title 32 U.S.C. 708 is the authority for appointment of USPFOs. Governors of each jurisdiction (Commanding General of the District of Columbia) shall nominate a qualified candidate from among the serving commissioned officers of their jurisdiction. The nomination is subject to approval by the Chief, National Guard Bureau, under the delegation of authority by the Secretaries of the Army and the Air Force.
- b. Nominated officers selected for appointment who are not on Active Duty shall, with their consent, be ordered to Active Duty in their present grades (not to exceed Colonel) under Title 10 U.S.C. 12301(d).
- c. The Secretaries of the Army and Air Force have, by this regulation delegated authority to order USPFOs to Active Duty to the CNGB.

2-2. Qualifications.

- a. Officers appointed as USPFOs must be:

- (1) Commissioned officers of the ARNG or ANG of the State in which appointed, and of the ARNGUS or ANGUS.
 - (2) Eligible to be ordered to and retained on Active Duty under current laws and regulations.
 - (3) Qualified by character, ability, experience, and education in the fields of financial management, Federal procurement, and logistics management. Adequacy of qualifications will be determined by the CNGB.
- b. The following are the requirements for unconditional appointment of an officer as USPFO:
- (1) Possess significant experience and/or education in the fields of financial management, Federal Acquisition and/or logistics management.
 - (2) Civilian Education. A baccalaureate degree from an accredited college or university is required for appointment. This requirement is waivable by CNGB if military education and experience is considered significant.
 - (3) The nominated USPFO must have received formal contracting training, as determined acceptable by CNGB, which will qualify the USPFO to supervise a contracting activity.
 - (4) The nominated USPFO must have received appropriate Grants Officer Training to qualify for issuance of a Grants Officer Certificate.
- c. An officer may, at the discretion of the CNGB, receive a conditional appointment as USPFO (including appointment as Federal Contracting and Grants Officer, if otherwise qualified) subject to completion of prescribed courses of instruction. The term of a conditional appointment shall not exceed one year.
- d. Waivers may be requested by the State Governor of any provisions of this section not mandated by statute. Such requests will be reviewed by CNGB and considered on a case-by-case basis when necessary to provide management flexibility in unanticipated situations. CNGB may, within his sole discretion, grant or deny such waivers.
- e. Additional education. USPFOs should be exceptionally well qualified upon appointment and once appointed, professional qualifications must be maintained. Concerned NGB, ARNG and ANG functional offices will be asked to provide a list of recommended courses to ensure that USPFOs are initially qualified and that their qualifications remain current. Information provided is designed to enhance USPFO professional development.
- 2-3. State action.
- a. At least one (1) year prior to the departure of an incumbent USPFO, the AG should identify, a candidate for appointment who:
 - (1) Is satisfactory to the Governor, and;
 - (2) Is qualified, by virtue of training and/or education, or can qualify for appointment.
 - b. When possible, the AG should submit an informal recommendation of the candidate for verification of qualifications by NGB one year prior to the proposed appointment date.
 - c. The Governor's formal nomination should be submitted at least 90 days before the effective date of duty for the succeeding USPFO.
 - d. The letters of informal recommendation and formal nomination of a new USPFO will be forwarded to CNGB, ATTN: NGB-PF, and will contain the following data: full name, SSN, ARNG or ANG grade, branch of service, date appointed in current grade, highest grade held, total years commissioned service, Pay Entry Basic Date (PEBD), Basic Active Service Date (BASD), medical qualifications, Mandatory Removal Date (MRD)/Mandatory Separation Date (MSD) and resume of military and civilian experience and education.
- 2-4. Action by NGB.
- a. An informal recommendation of a candidate for appointment as USPFO will be reviewed by appropriate elements of the NGB staff for CNGB. CNGB will advise the AG whether the candidate is qualified and, if the candidate is not qualified what deficiencies exist and how they can be remedied.
 - b. Upon receipt of a formal nomination of a candidate by the Governor (or Commanding General of the District of Columbia), CNGB will determine whether the nominee is qualified as prescribed in paragraph 2-2. If the nominee is qualified, CNGB, acting for the Secretaries of the Army and the Air Force, will approve the nomination and notify the Governor concerned with information to the AG.

- c. If the nominee is not qualified, CNGB may:
 - (1) Disapprove the nomination; or
 - (2) Grant a waiver of the disqualification, if requested by the State and authorized by paragraph 2-2d and approve the nomination; or
 - (3) Conditionally approve the nomination if the nominee is qualified except for completion of any required courses of instruction.; and
 - (4) Notify the Governor concerned, with information to the AG, of the action taken.

2-5. Active Duty.

- a. Unless already serving on Active Duty under Title 10 U.S.C. 12301(d), an officer appointed as USPFO will be ordered to Active Duty under that section in his or her reserve grade (but not above Colonel) for an initial period of four years. After completing approximately three (3) years of service, the officer will be evaluated by the Chief, National Guard Bureau and consistent with demonstrated quality performance as evidenced by a review of records (OERs/OPRs and other documented indicators), will be converted to a Voluntary Indefinite (VI) status. Failure to qualify with regard to quality performance indicated by evaluation will result in either the USPFO being allowed to complete his or her four-year tour without benefit of reappointment or removal action consistent with AR 600-8-24 or AFI 36-3206. Upon conversion to VI status, NGB-PF will issue instructions to the State to extend the Mandatory Removal Date (MRD) until:
 - (1) the month in which the USPFO attains the maximum number of years active Federal service, or
 - (2) the end of the month in which the USPFO (ARNG/ANG) attains age 60.
- b. Officers already serving on Active Duty under any Title 10 U.S.C. will have their orders amended to reflect appointment as USPFO (i.e., "To serve as USPFO, State of _____, under the provisions of Title 32 U.S.C. 708) and will be reassigned to the National Guard Bureau for duty as USPFO for the State in which appointed.
- c. Officers serving on full-time military duty under Title 32 U.S.C. (AGR), will have their orders rescinded. CNGB will publish new orders placing the officer on Active

Duty under Title 10 U.S.C. 12301 (d), as in a, above.

- d. Procedures in Appendix A apply.

2-6. Assumption of duties.

- a. Effective date. The newly appointed USPFO will enter Active Duty on the effective date indicated in the orders. This date will not normally exceed eight weeks, exclusive of terminal leave, before departure of the incumbent. An exception to this policy may be granted by the CNGB in exceptional cases when requested by the AG. An officer already on Active Duty will have the orders amended to reflect the appropriate effective date of appointment as USPFO. The duties of the office will be assumed on the date the USPFO accepts property and fiscal accountability and responsibility.
- b. Transfer of accountability for Federal property. Upon assuming accountability for Federal property (ARNG and ANG) in the State, the USPFO will prepare and forward to CNGB, ATTN: NGB-PF the documentation prescribed by AR 735-5, AFMAN 23-110 and AFI 37-138 (VOL 1). NGB-PF will ensure that NGB-ARL and ANG/LG are furnished this property transfer documentation.

2-7. Release from active duty.

- a. The following will result in release from duty and concurrent release from Active Duty of an officer serving as USPFO:
 - (1) Approval of a resignation or request for relief from Active Duty.
 - (2) Disqualifying physical disability.
 - (3) Attainment of maximum age.
 - (4) Completion of the maximum number of years active military service as established by service regulations/policy.
 - (5) Death.
 - (6) Removal for cause.
 - (7) Withdrawal of Federal recognition under the provisions of AR 600-8-24/AFI 36-3209. Release from Active Duty under the provisions of this regulation/instruction will be effective on the date of withdrawal of Federal recognition.
 - (a) Notwithstanding the mandatory removal provisions of Title 10 U.S.C. 14507 (b), CNGB, under the provisions of Title 10 U.S.C.

12647, may retain a USPFO in an active status until age 60.

- (b) USPFOs who are retained to age 60, and who are then qualified for military retirement, may be retained beyond age 60 only by individual action of the Secretary concerned. Fully justified requests for retention beyond age 60 should be submitted to reach NGB at least 180 days before the USPFOs 60th birthday.
 - b. Administrative processing to accomplish any of the above shall be in accordance with current service regulations governing officers serving on Active Duty under Title 10 U.S.C.
- 2-8. Removal for cause.
- a. The CNGB, acting for the Secretaries of the Army and Air Force, may remove USPFOs:
 - (1) For failure to maintain basic qualifications noted in paragraph 2-2a(1) and (2).
 - (2) For failure to complete requirements in paragraph 2-2b within the period of time, not to exceed one year, specified under a conditional appointment.
 - (3) For the reasons specified in AR 600-8-24 or AFI 36-3206, as appropriate.
 - b. The Governor (Commanding General in the District of Columbia) may recommend that action be initiated for removal of the USPFO for cause. The request, with complete documentation, shall be forwarded to the CNGB for review and determination.
 - c. The procedures prescribed in AR 600-8-24 or AFI 36-3206 as applicable governing removal for cause of an officer serving under Title 10 U.S.C. shall govern all proceedings for removal for cause of USPFOs.
- 2-9. Acting USPFOs.
- a. If USPFOs die, become incapacitated to the extent that they cannot perform the duties of their office, or are removed before their successor is appointed, the Governor or his/her designee may recommend an officer to serve as acting USPFO. If acceptable to the CNGB, the individual will be appointed as Acting USPFO. To be appointed as Acting USPFOs individuals must be commissioned officers of the ARNG or ANG of the State. The CNGB will promptly approve or disapprove recommendations for appoint-

ment of Acting USPFOs and issue the appropriate orders.

- b. Acting USPFOs receive no additional compensation for performing the duties of USPFO and their grades are not affected.
- c. The designation of an Acting USPFO lapses automatically when a duly appointed USPFO enters on or returns to duty.

Chapter 3 Duties and Responsibilities

3-1. General.

Responsibilities of USPFOs are prescribed by Federal statute, Army and Air Force regulations, and National Guard Bureau regulations and policies. These duties and responsibilities shall not be abrogated by State laws or regulations or by local operating agreements or arrangements. As there is potential for conflict of interest and other impact, assignment of any duty or responsibility to a USPFO, by the AG, which is not fully consistent with the intent and purpose of Title 32 U.S.C. 708 and this regulation, shall be brought to the attention of NGB-PF by either the AG or the USPFO concerned, for resolution.

- a. USPFOs are accountable and responsible for the proper obligation and expenditure of all Federal funds and for safeguarding all Federal property in the possession of the National Guard of the State. They are required to authenticate requirements, certify as to authority and authorize the expenditure of funds for property, supplies, equipment, services, and payrolls. USPFOs are responsible for ensuring the accuracy of payrolls for all personnel who are compensated from Federal funds. They must also ensure that all invoices for supplies and services that are procured with Federal funds are valid and accurate.
- b. As agents of the CNGB, USPFOs provide financial and logistical resources for the maintenance of Federal property in the possession of the National Guard of the State. They furnish advice and assistance to units/organizations/activities within the State to ensure that Federal funds and property are used in conformance with applicable regulations. They make returns and reports on Federal funds and property as directed by the Secretaries of the Army and Air Force and the Chief, National Guard Bureau (Title 32 U.S.C. 708).
- c. USPFOs operate fiscal station(s), receive allotments of Federal funds and maintain

fiscal accounting records for all Federal funds, as prescribed by DA, DAF, and NGB directives.

- d. USPFOs maintain a stock record account and operate the logistic support system for the ARNG as prescribed in AR 130-400. They are responsible for the operation of the AF Standard Base Supply System for Support of the ANG in accordance with AFMAN 23-110.
- e. USPFOs must be familiar with and comply with the contents of DOD 5500.7-R (JER).

3-2. Additional duties of the USPFO.

- a. USPFOs will be appointed to the following duties:
 - (1) Contracting officer (when qualified). Certificate of Appointment as a Contracting Officer (SF 1402), issued by the CNGB, authorizes the USPFO to act as the contracting officer for all Federally funded contracts. The USPFO is not authorized to act as a State contracting officer.
 - (2) Acting Transportation Officer, or, if Transportation Branch qualified, the Transportation Officer. By order of the CNGB, the USPFO is responsible for commercial movements and transportation of personnel, technicians, supplies, and equipment in support of Army and Air National Guard elements within the State. USPFOs are also responsible for commercial mobilization movements of ARNG personnel, supplies and equipment in support of the State Area Readiness Command (STARC). FORSCOM Mobilization and Deployment Planning System (FORMDEPS), vol. III outlines additional USPFO mobilization responsibilities. Development of commercial travel office statements of work, contracts, or agreements with commercial travel agencies or other DOD organizations to provide commercial travel service must be coordinated and approved by ANG/LGTT prior to implementation at any ANG unit.
 - (3) Class B agent. By order of CNGB, the USPFO may be appointed as a class B Finance Officer for the ARNG.
- b. USPFOs are appointed as Transportation officers or acting Transportation officers, as appropriate, and Class B Agents, if re-

quired, on the date that they assume (sign) responsibility for the Federal property issued to the State. NGB-PF will publish a duty memorandum effecting this appointment upon receipt of the certification indicating assumption of responsibility for the property.

- c. At the direction of CNGB, the USPFO will be designated as the Grants Officer for purposes of representing the Federal Government in administering all Agreements between NGB and the State. Additionally with the concurrence of CNGB the USPFO may be required to administer other Federal-State agreements where the Federal Government provides Federal funds to the State.
- d. At the discretion of the AG, the USPFO may be delegated as the appointing and/or approving authority for ANG reports of survey IAW AFMAN 23-220.

3-3. Authorized assistants for the USPFO.

- a. Supervisory Logistics Management Specialist.
 - (1) Each State is authorized a technician position designated as Supervisory Logistics Management Specialist in the Office of the USPFO. They work for and are directly responsible to the USPFO for supervising the USPFO staff (less the Internal Review and Audit Compliance Division) and in the absence of the USPFO, will act for him/her within the limits of authority established in writing by the USPFO.
 - (2) The Supervisory Logistics Management Specialists may execute (sign) government contracts, provided they have been appointed a Federal contracting officer by the CNGB. They may, within the limits of their authority, perform all functions in connection with the administration of contracts and Cooperative Agreements.
- b. Assistant USPFOs for Air (Fiscal). USPFOs may, with the AG's concurrence, by letter of appointment, designate the ANG Financial Manager (base comptroller) at each ANG flying base, officers at each Training Support Squadron (TSS) and the Budget Analyst in each Air Defense Sector as an Assistant USPFO for Air (Fiscal). They will be directly responsible to the USPFOs for fund accountability, certifications of technician and ANG civilian payrolls and for certifica-

tion of ANG military payrolls (DJMS-RC and DJMS-AC). USPFOS may delegate to the Assistant USPFOS for Air (Fiscal) authority for executing the fiscal accounting programs and authorize use of assigned fiscal station numbers. Delegated responsibilities may include but are not limited to the following: the establishment of necessary financial records; implementation of procedures as outlined in applicable Air Force (AF) directives; proper management of Federal funds; the accurate and timely reporting of such funds; etc. If the USPFOS elect not to appoint Assistant USPFOS for Air (Fiscal), they must operate the Accounting Disbursement Station Number (ADSN), provide required certifications for the flying bases or training support centers, and provide the required financial reports.

c. Assistant USPFOS for Air (Property).

(1) General. The USPFO is responsible for ensuring that proper oversight and accountability programs are in place for the safeguarding of all government property, to include Information Technology Equipment. USPFOS may, with the AG's concurrence, by letter of appointment, designate the supply management officers (Chief of Supply) at each ANG flying base and an officer at each (TSS) as Assistant USPFOS for Air (Property). They will be directly responsible to the USPFOS for property accountability and will assist in establishing necessary property records and implementing procedures outlined in existing AF and ANG directives to account for all Federal property issued to the ANG unit assigned to that flying base or TSS.

(2) Air National Guard Information Technology Equipment Accountability. The base Communications and Information Systems Officer (CSO) is responsible for the overall management of the base level Computer Systems Management Program in accordance with Air Force Instructions 33-112 and 23-111. The information technology equipment will be accounted for using the Information Processing Management System (IPMS). Information technology equipment custodians will be appointed and trained in accordance with current directives. A current list of items con-

sidered to be accountable on IPMS, as determined by higher headquarters, will be forwarded by letter to the base CSO. A copy of this letter will be provided to the Assistant USPFO for Air (Property) for filing. Annually, NLT 1 March, the base CSO will forward a copy of the completed IPMS inventory to the Assistant USPFO for Air (Property). A cover letter which indicates that all information technology equipment custodians have been appointed and trained will accompany the inventory listing. A statement will also be provided to indicate completion of the annual inventory. Discrepancies in the documentation will be directed to the base CSO and/or USPFO for follow-up action. The Assistant USPFO for Air (Property) will maintain a file of this documentation.

d. Assistant USPFOS for Air (Real Property).

The USPFOS may, with the AG's concurrence, by letter of appointment, designate the ANG base civil engineer at each ANG flying base and an officer at each Permanent Field Training Site (PFTS) as Assistant USPFOS for Air (Real Property). They will be directly responsible to the USPFOS for real property accountability, and will establish and maintain all real property records, and implement procedures as outlined in applicable AF/ANG directives to account for all Federal real property used by ANG units assigned to that flying base or TSS, including, Geographically Separated Units (GSU) assigned for civil engineering support.

e. Assistant USPFOS for Real Property, Army.

USPFOS may, with the AG's concurrence, by letter of appointment, designate the Construction and Facilities Management Officer as an Assistant USPFO for Army (Real Property). They will be directly responsible to the USPFO for establishing and maintaining real property records and accounts.

Delegated responsibilities will be limited to establishing necessary real property records, implementing procedures as outlined in applicable Army and Army National Guard directives, and within the authority established in writing by the USPFO, and assisting the USPFOS in the proper management of Federal real property. Accountability for Federal real property will remain with the USP-

FOs, and all reports must be submitted in their name.

- f. The Assistant USPFOs for Real Property, will, in addition to other duties, provide necessary oversight of all services, supplies and construction projects funded under the Cooperative Agreements or other instruments, which provide Federal funds for ARNG/ANG facilities as appropriate. When directed by the USPFO they will pre-certify as to the receipt, adequacy and acceptance of supplies/services provided by the State under applicable agreements.
- g. In addition to those assistants stated above, USPFOs are authorized a full time support staff IAW the Full-Time Support Division Staffing Guide, located on the Full-Time Support Bulletin Board System. These personnel authorized to support the USPFOs, will be directly under his or her control and supervision. This organizational relationship is mandatory, as these resources are the minimum essential for the accomplishment of the USPFOs statutory duties and responsibilities.

3-4. Comptroller Responsibilities.

- a. USPFOs are responsible for properly obligating, accounting, reporting, and administratively controlling all Federal funds allotted to the National Guard of the State by NGB and other Government agencies IAW statute, regulation and NGB policy. The following are examples of the purposes for which these funds may be used:
 - (1) Maintenance of Federal equipment issued to the State for use by the National Guard.
 - (2) All Federal contractual functions for the National Guard of the State, including Federal construction contracts and procurement of National Guard supplies, equipment, and services.
 - (3) Transportation of National Guard supplies, equipment, and personnel.
 - (4) Federal pay and allowances for all personnel authorized such pay and allowances in the National Guard of the State. Certification is required by the USPFOs (for ARNG) or by certifying officers (for ANG) of all financial instruments involving Federal funds less technician payrolls.
 - (5) Cooperative Agreements for approved activities undertaken by the State at the request of the Federal Government. Federal support may vary from 100% to a lesser amount, depending on the activities and agreements. When the Federal share is less than 100% the State must agree to provide the remaining funding. If the State receives advances on the Federal share, the USPFO is required to minimize the amount advanced and the time the advance is outstanding.
- b. Federal funding program and budget authorization.
 - (1) The ARNG funding program and the ANG budget authorization are the annual limitations on the amount of obligations of Federal funds allotted to the State by NGB or other Federal agencies.
 - (2) USPFOs are responsible for ensuring that these funds are used only for the specific purpose prescribed by the applicable Authorization Act as implemented by the CNGB and further, that limits are not exceeded without proper and appropriate authority.
 - (3) USPFOs will periodically review use of funds and advise the AGs of their findings.
 - (4) USPFOs will provide technical assistance and advice to the AGs and/or their staff. They will also advise the Program Budget Advisory Committee (PBAC) (ARNG) and the Financial Management Board (ANG) on budget preparation and subsequent State plans for budget execution of allotted funds.
- c. Decentralization of fund control. Decentralized fund control is the financial management system that will be used within the ARNG and the ANG as it aligns the responsibilities for financial control with management (program director) responsibilities. Details are outlined in NG Pam 37-1 and DOD 7000.14R, VOL 14. Although decentralization is desired, the USPFO by statute retains the authority and responsibility for proper fund utilization by the National Guard of the State and funds shall be issued directly to the USPFO. The USPFO shall determine the proper procedures to be used that will insure funds are adequately managed. With respect to ANG fund control the USPFO serves as the "holder of funds" as described in DOD 7000.14R, VOL 14 and

- shall exercise those responsibilities incident to that assignment.
- d. Collections. USPFOs, or their designated representatives, are authorized to receive or collect moneys due the Federal Government by receipt of cash, check, money order, or payroll deduction. When receipts or collections are cash, check, or money order, they will be properly vouchered and transmitted to the appropriate Defense Finance and Accounting Office (DFAS).
 - e. Processing vouchers. All vouchers pertaining to Federal funds specifically allotted to the State will be transmitted by USPFOs, or their designated representative to the Defense disbursing office designated to render financial service to the State.
 - f. Maintenance of pay records on technician personnel. USPFOs will maintain pay records and supporting documentary evidence pertaining to National Guard Technician personnel employed by the State under provisions of Title 32 U.S.C. 709. USPFOs are responsible for compliance with current regulations concerning Federal employee payment.
 - g. Military pay responsibility.
 - (1) ARNG. USPFOs are responsible for:
 - (a) Processing Active Duty, full time National Guard duty and inactive Duty training (IDT) pay in accordance with governing DFAS-IN, DA and NGB guidance. USPFOs shall maintain substantiating document files in their office and ensure that audit trails exist for payments made by DFAS for all pay entitlements.
 - (b) Corrective actions. Within their authority, USPFOs will take appropriate action regarding discrepancies noted during internal reviews and DA and NGB inspection and assistance visits.
 - (c) Procedure changes. USPFOs will ensure prompt implementation of instructions regarding the processing and handling of military pay entitlements.
 - (2) ANG. Military pay procedures, DJMS-RC and DJMS-AC, are contained in ANGI 65-101 and AFM 177-373, Vol. I, III, and IV and shall be followed by USPFOs.
 - h. Certifying officials.
 - (1) ARNG. USPFOs are the certifying officials for disbursements made by DFAS for ARNG personnel for the same purpose as indicated above. The USPFO may designate, in writing, other members of the USPFO staff to assist in the certification process.
 - (2) ANG. USPFOs will designate in writing accompanied by DD Forms 577, Signature Cards, to the appropriate DFAS Office, ANG commissioned officers, airmen or civilians, as certifying official to attest to the correctness of statements and facts, and accuracy of accounts and amounts appearing on vouchers, or other documents for payment by DFAS. This does not include certification of fund availability. The responsibility for certifying fund availability is restricted to the holder of a funding document (USPFO), Assistant USPFOs for Air (Fiscal), or other persons directly under their supervisory control and appointed by the USPFO in writing. Written appointments of certifying officials shall specifically designate the extent of the authority to certify and state how certifications are to be made.

3-5. Logistical responsibilities.

- a. General. USPFOs are responsible for:
 - (1) Operating one or more supply/storage distribution points within the State and maintaining required records.
 - (2) Assisting in preparation of a property record for each newly activated unit within the State.
 - (3) Ensuring that an identifying account number is assigned to each ANG flying base in accordance with AFMAN 23-110, and a Department of Defense Accounting Classification Code (DODACC) for each ARNG unit in accordance with AR 725-50.
 - (4) Maintaining a file of supporting papers of unit transactions for each ARNG unit or activity in the State IAW AR 710-2.
 - (5) Ensuring that each ANG unit or facility maintains supply records and files IAW AFMAN 23-110.
 - (6) Ensuring, through the AG, that units assemble, at such times and places as may be designated, all supplies for which

- they are responsible to effect a property settlement or transfer.
- (7) Editing requests for supplies from units and preparing consolidated requisitions for acquiring supplies and equipment.
 - (8) Procuring, subject to availability of funds and authorization, all necessary maintenance repair parts, supplies and equipment required to ensure adequate maintenance of all Federal property issued for use by the National Guard of the State.
 - (9) Ensuring that training ammunition authorization issued by CNGB is properly recorded within the prescribed system and that all issues and turn-ins are properly recorded.
- b. Restrictions on disposition of Federal property. USPFOs will not sell, donate, exchange, transfer, lend, or otherwise dispose of Federal property issued to Federally recognized National Guard elements of the State, except as authorized by law and regulations (AR 700-131/ANGI 67-01).
 - c. Maintenance of records/reports. USPFOs will:
 - (1) Receipt and account for all Federal property, including real and installed, issued for the use of the National Guard of the State in accordance with applicable Army, Air Force, Army National Guard, and Air National Guard regulations.
 - (2) Maintain appropriate records, and render such returns and reports as may be required by the CNGB and the Secretaries of the Army and the Air Force pertaining to Federal Property in possession of the State.
 - d. Stock control. USPFOs will establish adequate procedures to ensure that supplies and equipment issued to the National Guard of the State are not in excess of allowances authorized to accomplish necessary training missions, and further, that sufficient resources are furnished to ensure that such equipment is adequately maintained and stored.
 - e. Accounts.
 - (1) ARNG.
 - (a) Stock Record Account. USPFOs will maintain property records IAW AR 710-2.
 - (b) Issue transactions.
 - (c) Property issued to ARNG units or other authorized accounts will be as prescribed in AR 710-2.
 - (d) Signatures of property book officers, or their designated representative, on appropriate supply documents constitute acceptance of property book accountability and direct responsibility as defined in AR 735-5.
 - (e) Property Books. USPFOs ensure property records are maintained and validated IAW DA Pamphlet 710-2-1.
 - (2) ANG. USPFOs will, by annual inspection, ensure that all documents pertaining to stock record accounts and issue transactions for units, activities, flying bases, and ANG CRTCs are maintained and processed as prescribed in AFMAN 23-110.
 - f. Security and storage. USPFOs will advise the AG and the physical security officer on matters pertaining to security and storage of Federal property issued to the State.
 - g. Action required upon entry of unit on Active Duty and return.
 - (1) Units ordered or called to Active Duty. When National Guard units are ordered or called to active military service, the responsibility for property accountability will be transferred from the USPFOs to the unit accountable officers concerned IAW procedures outlined in FORMDEPS, vol. III or AFI 10-402, as appropriate. USPFOs will insure the accuracy of records reflecting property taken by the ARNG/ANG units called to Federal service.
 - (2) Units returned from Active Duty. When National Guard units return to State control from active military service, the USPFOs will insure that all property accompanying the unit is authorized within ARNG/ANG allowances and is properly accounted for and recorded on unit/base/USPFO records IAW with current regulatory guidance. Excess property will be identified and turned in to the USPFO/base or the demobilization station as desired by the support installation.
 - h. Joint Interservice Regional Support Group (JIRSG). The JIRSG program is designed to promote interservice, interdepartmental,

- and interagency support within DOD and among participating non-DOD agencies.
- i. The USPFO, as the Federal agent of CNGB in the State is designated the Support Agreement Manager (SAM) for Army and Air National Guard interservice and intergovernmental support agreements, both as suppliers or receivers of support. (Section E, paragraph 2b and Section F, paragraph 2a, DODI 4000.19).
 - (1) Supplemental instructions to DODI 4000.19 may be published by the Director, Army National Guard (DARNG) or the Director Air National Guard (DANG), however the USPFO will sign as both the Comptroller and Approving Authority (Supplying Component, blocks 8a and 8c; Receiving Component, blocks 9a and 9c, DD Form 1144) whenever agreements include a receipt or payment of Federal funds for services or support received or provided.
 - (2) As the SAM, the USPFO may publish supplemental instructions regarding information required from functional and financial managers, for coordinating negotiations and State level approvals.
 - (3) When interservice or intergovernmental support agreements involve the ARNG or ANG as a State entity, the Agreement (DD Form 1144) will be referenced in the cooperative agreement (NGR 5-1/ANGI 63-101) which provides authority for the State to provide the required services or support received and seek reimbursement therefor. Recurring non-reimbursable support received or required in conjunction with reimbursable support will be documented within the ISA or documented as a memorandum of agreement (MOA) and included as an attachment to the ISA.
 - (4) When broad areas of recurring interservice and intergovernmental support and cooperation (reimbursement is not required) are documented with memorandum of understanding (MOU). The respective USPFO will be a signatory to these documents.
 - j. Defense Reutilization Management Office (DRMO) services.
 - (1) The following guidelines were developed for and are to be used by USPFOs to ensure appropriate and uniform use of the DRMO services:
 - (a) The only DRMO Property account authorized in each State is the account established for the USPFO. Only the USPFO and selected individuals designated in writing by the USPFO shall be authorized to obtain property from the DRMO.
 - (b) The USPFO may designate ANG Assistant USPFOs (Property) at ANG bases and/or other persons as individuals authorized to obtain property from the supporting DRMO.
 - (c) The supporting DRMO will be notified in writing of those individuals authorized by the USPFO, to obtain property.
 - (d) When approved in advance by the USPFO, members of the State ARNG may screen availability of equipment at the DRMO and coordinate their requirements with the USPFO.
 - (e) The USPFO or Assistant USPFO for Air (Property) will verify that all DRMO equipment/property requested by National Guard of the State personnel is authorized in the quantity requested. All equipment/property obtained by the USPFO or Assistant USPFO for Air (Property) for a unit will be issued to the responsible Property Book Officer (PBO) and accounted for IAW DA Pam 710-2/AFMAN 23-110.
 - (f) DRMO will be used for hazardous waste disposal unless extenuating circumstances warrant using an alternate source. Requests for exception to policy should be directed to NGB-ARE-PC (copy to NGB-PF). Exception contracting criteria must be at least as stringent as DRMO criteria.
 - (g) DRMO is responsible for ensuring funds generated from recycling are returned through a **F3875 budget clearing account to those States with qualified recycling programs IAW AR 420-47.
 - (2) Property accounts will not be established for Active Duty Advisors to the

ARNG/ANG. Moreover, the advisors are not authorized to establish a property account at a DRMO; nor will they obtain, draw, receive, or otherwise accept excess/surplus Federal equipment/property, regardless of its condition or property accountability code.

- (3) USPFOs will take steps to preclude anyone from obtaining excess and/or unserviceable property that could be used as a direct exchange item with the intent of obtaining a replacement that could be sold on the open market or used as a replacement for property lost, damaged or destroyed.
- (4) It is imperative that special measures are initiated to ensure all commanders, officers/NCOs, and senior or mid-level supervisors are aware of their property accountability responsibilities, whether in their day-to-day operations as technicians or in their military positions.
- (5) It is paramount that immediate and appropriate actions be taken to rectify situations that come to the USPFO's attention regarding actual or alleged misuse/misappropriation of Federal equipment/property. In the event that such a situation should arise, the USPFO should notify the nearest AFOSI or USACID Office for support.

3-6. Contracting Responsibilities.

- (a) General. When properly warranted as Federal Contracting Officers, USPFOs may, within the limits of their warrant, perform contracting responsibilities in accordance with the Federal Acquisition Regulation (FAR), as implemented and/or supplemented by the Defense Federal Acquisition Regulation Supplement (DFARS), Army Federal Acquisition Regulation Supplement (AFARS), and Army Acquisition Letters (ALs), National Guard Federal Acquisition Regulations Supplement (NGFARS), NGB Contract Policy Letters (CPLs) and other pertinent Army, Air Force, ARNG, ANG and NGB publications. USPFOs not fully qualified or grandfathered under the provisions of Defense Acquisition Workforce Improvement Act shall not be warranted as Federal Contracting Officers. As USPFOs holding warrants leave their position, they will be replaced with non-warranted USPFOs. Although the USPFOs will not be

members of the Acquisition Workforce, their principle assistants performing contracting and/or acquisition duties will be fully qualified members of the Acquisition Corps.

- (b) Authority. Certificate of Appointment for Contracting Officer (SF 1539), issued by CNGB, authorizes qualified USPFOs to act as contracting officers on behalf of the Federal Government. Dollar limits of this authority shall be as specified on the SF 1402. Authority to approve and nominate qualified personnel to CNGB for appointment/termination as Contracting Officers or agents rests with the USPFO.
- (c) Responsibilities. USPFOs are designated as the Local Competition Advocate and the proponent for Small and Disadvantaged Business Utilization (SADBU) for their State. In addition, when properly warranted as Federal Contracting Officer, they are responsible, within the limitations set forth in para b above, to award and administer on behalf of the Federal Government ordinary contracts for supplies and services. The following types of contracts and agreements may be entered into by the USPFO:
 - (1) Contracts for the construction of facilities awarded under authority of Title 10 U.S.C. 2233(a)(1).
 - (2) Contracts for Real Property Operations, Maintenance, and OMARNG minor construction projects as defined in NGR 420-10.
- h. The USPFO whether warranted or not, is designated as the Chief of the Contracting Office and as such is the manager of all Federal procurement actions at State level. In the exercise of this responsibility they are directly responsible to CNGB, Head of the Contracting Agency. The USPFO may delegate authority to the Supervisory Contract Specialist to appoint ordering officers IAW AFARS 1.603-1-90.
- i. State contracts. USPFOs shall not act as contracting officers in any contract accomplished by a State contract, including any construction or related contract using contributions made by the Federal Government under authority of Title 10 U.S.C. 18233 (a)(2), (3) or (4).
- j. Inspection.
 - (1) General. USPFOs are responsible for making periodic and final inspections to ensure that all work specified under

any contract administered by them is performed in accordance with the contract specifications. Such inspections may be made by designated ANG or ARNG personnel when specifically directed, in writing, to do so by the USPFO.

- (2) State contract inspection. USPFOs as the NGB representative, or their duly appointed designee, shall be responsible for making periodic and final inspections of all projects constructed under State contracts using Federal funding provided through the USPFO. These inspections are intended to insure that all work required and performed is completed in accordance with the contract plans and specifications.
- (3) The USPFO is responsible for oversight of each Base Procurement activity and at least annually shall conduct a review of contracts/purchase actions initiated by them. Appropriate corrective action of deficiencies noted shall be promptly taken.

3-7. Transportation Responsibilities.

- a. General. USPFOs are responsible for commercial movements and transportation of personnel, including technicians and AGRs, supplies and equipment in support of the ARNG and ANG elements within their State. USPFOs are also responsible for commercial mobilization movement of ARNG/ANG personnel, supplies and equipment in support of the STARC. FORMDEPS vol. III outlines additional ARNG USPFO transportation responsibilities. USPFOs will request from the order issuing authority in each individual State, appointment orders for transportation agents to assist them in executing their Federal transportation responsibilities.
- b. Government bills of lading. USPFOs, or their designated agents, are authorized to issue Government bills of lading involving shipment of supplies and equipment, the cost of which is payable from Federal funds allotted to the State for the National Guard by CNGB or other Federal agencies.
- c. Transportation requests. USPFOs, or their designated agents, are authorized to issue Government transportation requests to National Guard technicians, civilians, and military personnel or personnel of other DOD

components/Federal agencies upon presentation of appropriate orders.

- d. Meal tickets. USPFOs, or their designated agents, are authorized to issue Government meal tickets to ARNC military personnel in accordance with AR 55-355 when such personnel are traveling under competent orders. Meals for ANG personnel will be provided IAW AFI 34-239.
- e. USPFOs will not enter into any agreement with other DOD organizations, or award contracts for commercial travel of ANG units without prior coordination and approval from ANG/LGTT.

3-8. Audit Responsibilities.

- a. General. USPFOs are the audit focal point for all ARNG/ANG Federal audits within their jurisdiction.
- b. External Audits. The USPFO will facilitate, monitor progress and responsiveness, coordinate, review findings and corrective actions and accomplish follow up as needed for all external Federal audits of the National Guard of the State and its activities.
- c. Internal Review. USPFOs are responsible for establishing an Internal Review and Audit Compliance Program in accordance with AR 11-7 and NGR 11-7. To accomplish this function, the USPFO is provided an Internal Review and Audit Compliance (IRAC) Division, IAW the Full-Time Support Division Staffing Guide. The USPFO will ensure that this division remains independent of all functional areas and conducts its mission in accordance with the "Standards for Audit of Governmental Organizations, Programs, Activities, and Functions" published by the Comptroller General of the United States. The supervision of the activity may not be delegated to a subordinate manager except in cases of prolonged absence of the USPFO. USPFOs will assure that the IRAC Division is used for its intended purpose and not to supplement or duplicate duties or responsibilities of other functional areas.
 - (1) All internal review and audit compliance reports will be forwarded through the USPFO. The USPFO will comment upon and forward the reports to the AG for expeditious action.
 - (2) During conduct of internal reviews, the IRAC Division will be alert to the occurrence of suspected fraud, waste,

mismanagement or improper/illegal acts involving Federal resources. Upon detection, they will verbally report this type of activity to the USPFO. This report will be followed up within 24 hours with a written report. USPFOs will take appropriate action in accordance with current statute/regulations.

- (3) Functional areas for IR. ARNG/ANG Functional area internal reviews will be accomplished to determine accountability, compliance with applicable regulations, extent to which organizations are using their resources economically and efficiently, and whether desired results are being achieved in a cost effective manner. This will include:
- (1) Reviews to determine the adequacy of controls relative to accountable records of the organization.
 - (2) Determine and report the effect that non-compliance with established policy and directives is having on internal management controls, mission, readiness and mobilization.
 - (3) Evaluate management's impact on resources in terms of economy and efficiency.
 - (4) Reviews to determine compliance with Cooperative Agreements for construction, operation of facilities and selected activities (i.e. security, environment, firefighters) to ensure the proper use of Federal resources/assets.
 - (5) Evaluate management's effectiveness from a logistical and financial standpoint.

3-9. Federal Audits.

Teams from the Army and Air Force Audit Agencies may audit the accounts of the USPFO periodically and submit the results to the CNGB for appropriate action. NGB auditors representing the CNGB may also review USPFO accounts and operations. In addition, the accounts of the USPFO are subject to examination by representatives from the General Accounting Office and the Defense Audit Service. Moreover, teams from DFAS and NGB will perform finance and accounting assistance visits to review the financial operations of ARNG activities IAW AR 11-37. As the State Audit focal point, the USPFO will be contacted by the applicable audit

agency ten (10) working days prior to their arrival in the State.

3-10. Telecommunications Center (TCC).

The USPFO must provide and ensure:

- (a) Communications support via the Automatic Digital Network (AUTODIN) which provides narrative and data pattern traffic transmission. This communication support may also include other military activities and organizations either permanently or temporarily located in the same geographic area.
- (b) The establishment of a cryptofacility and appropriate INSCOM approval (AR 380-40, TB 380-41 series).
- (c) The establishment of a COMSEC account and appointment of a custodian and alternates (AR 380-40, TB 380-41 series), as required.
- (d) The adequacy of supervision and maintenance of operation of the TCC to include security, personnel, inspections, emergency actions, and continual safeguarding of the cryptofacility (as applicable) and its contents (AR 25-11, AR 380-5, AR 380-40, TB 380-41 series, FM 11-490-2).

3-11. Data Processing Installations (DPI).

- a. DPIs are under the supervision and control of the USPFO to facilitate his statutory reporting responsibility with respect to accountability for Federal funds and property both pre and post mobilization. These statutory requirements shall not be delegated.
- b. The DPI will provide automation support to the TAG and the entire ARNG within the capabilities of the equipment and staffing provided.
- c. In coordination with the TAG, the USPFO must ensure adequacy of:
 - (1) Manning.
 - (2) Security clearances of assigned personnel.
 - (3) Personnel training.
 - (4) Facility safety and security.
 - (5) Accreditation(s).
 - (6) An alternate processing site, to include periodic testing of the COOP plan.
 - (7) Automation equipment and customer service.

3-12. USPFO Inspections, Audits, Assessments, Evaluations and other External Visits.

- a. USPFOs undergo many inspections, audits, assessments, evaluations assistance and other external visits. The following establishes execution and coordination responsibility for such visits from agencies external to the National Guard Bureau.
- b. IG Inspections. Through Title 10 U.S.C. 10503, the National Guard Bureau Charter, the Secretaries of the Army and the Air Force require CNGB to supervise the acquisition, supply and accountability of the States for Federal property issued to the National Guard through the USPFOs. Title 32 U.S.C. 105 requires both Secretaries to determine whether the accounts and records of each USPFO are properly maintained. CNGB has the responsibility for ensuring the appropriate execution of these inspections. Inspections by an Inspector General will be conducted at least once every two years. Copies of all Army MACOM and Air Force MAJCOM IG inspection reports will be forwarded to CNGB: (Attn: NGB-IGI and NGB-PF). As appropriate, NGB-IGI will hand off findings and recommendations to NGB proponents and occasionally through SAF/IG and SAIG. NGB-IGI and NGB-PF will review and monitor USPFO corrective actions.
- c. Non-IG inspections of USPFOs will be coordinated through NGB-IGI.
- d. External USPFO Audits will be coordinated through the NGB Office of Internal Review and Audit Compliance (Attn: NGB-IR-C).
- e. All other assessments, evaluations, assistance, or other visits by agencies external to NGB will be coordinated through NGB-PF.
- d. of obligations while in National Guard of the State status are obtained and processed.
- d. Maintain a current manning guide of personnel organic to the State STARC who will be available to the USPFO for mobilization operations.
- e. Provide resources and assistance, as required and available, to the STARC to support mobilized ARNGUS units in the procurement of shelter, subsistence, transportation, and medical and financial services while at home station and enroute to the mobilization station.
- f. As soon as possible after the alert, provide the appropriate mobilization station commander, the area commander and other commanders designated in the alert or mobilization order an updated listing of equipment to accompany the unit to the mobilization site along with such other property and fiscal reports as may be required and available in the USPFO accounting systems.
- g. The USPFO's mobilization responsibilities for the ANG are indicated in Appendix B. Upon mobilization of ANG units, USPFOs must (if the units are relocated) take over and maintain ANG property, fiscal, and real property accounts until these accounts are closed.
- h. Effect necessary finalization and closeout of accounts/operations after units reach mobilization stations as appropriate.
- i. Provide normal Federal support to units not mobilized.
- j. Assist in the redistribution of equipment between units after alert but prior to being brought into Federal service to ensure optimum resourcing of alerted units is accomplished.

3-13. USPFO Mobilization Support Responsibilities. The following are the elements of the USPFO's mobilization mission:

- a. Assist unit in inventorying equipment and property during each phase of premobilization, mobilization and demobilization. IAW guidance from higher headquarters, determine those items to be taken into Federal service and secure signed certification relieving the State and USPFO.
- b. Inventory, secure, and assume responsibility for Federal property left at home station.
- c. Ensure that all payrolls, medical vouchers, subsistence vouchers, purchase orders, receiving reports, invoices and other documents, representing payments or settlements
- k. Demobilization. The USPFO will provide the necessary subsistence, lodging, medical financial and transportation support required by the unit on arrival at home station pending its demobilization.
- l. Post Mobilization support. When specifically requested by the Support Installation Commander or directed by other competent authority, it may be necessary to provide post mobilization support to mobilized units. In this event the USPFO will cooperate fully within resource and statutory constraints insuring close coordination and control over funding issues.

Appendix A Procedures for USPFO Transition

A-1. Procedures for a new USPFO. (See paragraph 2-3)

- a. Informal recommendation letter is submitted by the State AG to the CNGB, ATTN NGB-PF to obtain NGB comments on qualifications of the nominee.
- b. CNGB provides an evaluation of the nominee's qualifications to the State AG.
- c. The State Governor submits formal nomination.
- d. CNGB responds to the State Governor, approving or disapproving the nomination on behalf of the appropriate Secretary.
- e. Paperwork needed to in-process a new USPFO:
 - (1) Class A medical examination (SF 88; SF 93; EKG with tracing; negative test for HIV antibody; and, if 40 years of age or older, an expanded EKG with cardiovascular screening.
 - (2) Application for Active Duty (DA Form 160 for ARNG). ANG USPFOs should submit a Transmittal letter containing the following: Rank and full name; Complete home address; Complete unit address; Home phone number including area code; Day phone number including area code (DSN if applicable); Facsimile (fax) number (DSN if applicable); E-mail address; Resume; Report of Individual Personnel (RIP); Last 5 Officer Performance Reports (front and back);
 - (3) Evidence of a TOP SECRET security clearance. If the officer does not have a TS clearance, the State should provide evidence of a SECRET clearance and promptly initiate action to upgrade the clearance to TOP SECRET.
 - (4) The total number of years of active Federal service (BASD) and Pay Entry Basic Date (PEBD) in letter of transmittal.
- f. After the paperwork has been received, the NGB ARNG or ANG Surgeon, as appropriate, will review the medical examination and certify that the officer is medically fit for order to Active Duty. Orders will be published ordering the individual to Active Duty as Assistant USPFO on a date that provides 60 days of overlap, exclusive of terminal or transition leave,

with the outgoing USPFO, in order to accomplish required property transfer functions. The new USPFO will assume his duties as the USPFO when the incumbent is properly relieved from duty.

- g. The State will update and close out the individuals field personnel records. In the case of an ARNG officer the officer will hand carry his personnel, medical and dental records to the National Guard Bureau for in-processing. In the case of an ANG officer, the records will be transferred to the Military Personnel Flight (MPF) at the AFB to which attached.
- h. Upon completion of required inventories, Statements will be prepared IAW AR 420-17, AR 735-5, AFMAN 23-110 and/or AFI 37-138 and copies will be forwarded to CNGB, ATTN: NGB-PF. After proper review, a duty memorandum will be published confirming the appointment as USPFO, acting transportation officer (transportation officer if TC branch qualified), class B agent (if appropriate) and civilian payroll certifying officer, effective on the date of assumption of responsibility for Federal funds and property.

A-2. Procedures for retirement or release from Active Duty.

- a. ARNG USPFOs.
 - (1) A letter requesting retirement or release from Active Duty should be submitted through the State AG to CNGB, ATTN: NGB-PF. Upon receipt of the letter NGB-PF will, in coordination with NGB-ARZ-SEC initiate action to effect the retirement or release from Active Duty.
 - (2) AR 600-8-24 prescribes the format for letter requesting retirement. There is no established format for letters requesting release from Active Duty, however, they should contain a reference to the statutory/regulatory provision which enabled the order to Active Duty, in addition to normal personal data.
 - (3) A medical examination is required for retirement. For release from Active Duty a REFRAAD medical examination should be taken within 4 months of the date requested for release.
 - (4) When required orders or letters are received, NGB-ARP-C will forward the

individual's field 201 file to the closest transition point for outprocessing.

The transition point will prepare all necessary paperwork for outprocessing, provide guidance concerning entitlements, provide final pay, prepare DD Form 214, and return personnel records to those being released from Active Duty. For those retiring, personnel records will be forwarded to RCPAC, St. Louis, MO.

- b. ANG USPFOs.
 - (1) Those who have completed at least 20 years active military service should refer to AFI 36-3203, Chapter 3. The servicing CBPO will assist in completing AF Form 1160, which should be forwarded through the AG to HQ ARPC/DPAR.
 - (2) Members eligible to receive retired pay at age 60 under the provisions of Title 10 U.S.C. 12731, are processed according to AFI 36-3203, Chapter 3.

Appendix B

USPFO ANG Mobilization Responsibilities

B-1. Mobilization of ANG Units is currently covered under AFI 10-402. While ANG supply personnel may be mobilized, supply accounts of the ANG are not. Normal ANG unit mobilization provides for deployment of the unit and shipment/transfer of equipment and supplies to the gaining/employing command. At that time, the gaining/employing command assumes command, budgeting, and funding responsibility for the unit. The ANG supply account remains in place to support residual activities and is operated by a National Guard holding detachment as outlined in AFMAN 38-208, or is simply secured if no residual support is necessary. In some instances, a mobilized ANG unit may remain in place. Under this condition, several situations for supply support can be expected for determination by the gaining command.

- a. When a mobilized ANG unit remains in place at a non-USAF installation, applicable equipment and organizational records are changed to reflect the gaining command. At that time, the gaining command assumes command, budgeting, and funding responsibility for mobilized units. The ANG supply account would continue to provide normal supply support operations with ANG technicians (if not mobilized) or mobilized personnel of the supply unit, if mobilized. The supply account remains an

ANG function assigned to the affected USPFO.

- b. When a mobilized ANG unit remains in place and is collocated on a USAF installation that is not a base of the gaining command, the gaining command must determine the supply support concept. If the ANG supply account is to continue support operations, then the concept outlined in a above applies. In the event that the gaining command, in coordination with the MAJCOM of the USAF installation, determines that the USAF supply account will provide support, then equipment and supplies are shipped/transferred to the USAF supply account and the ANG supply account provides residual ANG support or is secured by the affected USPFO as outlined above.
- c. A mobilized ANG unit remaining in place and collocated on a USAF installation of the gaining MAJCOM also requires the determination of the gaining command as to the method of supply support. Based upon the gaining MAJCOM decision, the methodology outlined in b above applies.
- d. When a portion of a mobilized ANG unit deploys, the supplies and equipment for the deployed portion (that is a UTC) would accompany the deployed portion to its destination. The remaining weapon system and its support would be determined as outlined in b above.

B-2. In all instances of ANG mobilization, the equipment of the mobilized unit is converted to the gaining command code for funding and management. The ANG supply account remains a function of the USPFO and ANG. When ANG units deploy, MAJCOMs will ensure that any supplies and equipment expended will be replaced or repaired as needed, prior to redeployment. However, deployment of supply UTCs can have an effect on the ability of the ANG supply account to support mobilized and non-mobilized units remaining in place. Therefore, gaining commands must be aware of supply UTC tasking since it may be different from the weapon system tasking.

B-3. In summary, the mobilization of an ANG unit is an extremely variable situation depending upon the gaining MAJCOM and the employment situation. However, in no instance does the gaining/employing command assume operational control of the ANG supply account. Nevertheless, mission assets (sup-

plies and equipment) are in effect mobilized with the weapon system, and the gaining command assumes O&M funding responsibility for subsequent support.

B-4. The following information is furnished to assist with the practical problems faced by the USPFO when supporting an ANG mobilization.

- a. The ANG supply account remains in place to support residual activities and is operated by a National Guard holding detachment, or is simply secured if no residual support is necessary. An option may also be taken; Equipment Authorizing In-use Detail (EAID) equipment not transferred to the mobilized unit records may remain on the CA/CRL custodian account of the unit mobilized and signed for by a responsible person of the holding account until the unit returns.
- b. The USPFO is officially the transportation officer for his or her State and appoints agents to support units within his or her State; therefore, upon mobilization of the transportation agent, support reverts to the USPFO.
- c. Under the Standard Base Supply System, the property responsibility lies with the Assistant USPFO for Air (Property).
- d. Holding detachments: Refer to AFI 10-402.
- e. Upon mobilization of the ANG Base Comptroller, the USPFO may authorize appointment of a replacement assistant USPFO for Air (Fiscal) IAW current directives. If a qualified replacement is not available, the USPFO and his or her staff will perform the required duties. It is not normal that one individual be appointed to both the property and the fiscal positions, nor is it normally recommended that an enlisted member of the ANG be appointed to the fiscal position; however, such action may be appropriate when a mobilization takes place (See AFI 10-402).
- f. Upon mobilization of the ANG Base Civil Engineer, the USPFO may authorize appointment of a replacement Assistant USPFO for Air (Real Property) IAW current directives. If a qualified replacement is not available, the USPFO and his or her staff will perform the required duties.

Glossary

1. Abbreviations: None

2. Terms:

ADSN	Accounting Disbursement Station Number
AFARS	Army Federal Acquisition Regulation Supplement
AFOSI	Air Force Office of Special Investigations
AFCOS	Automated Fund Control Orders System
AFI	Air Force Instruction
AFMAN	Air Force Manual
AG	Adjutant General of a State, Territory or Possession of the United States
AL	Army Acquisition Letter
ANGUS	Air National Guard of the United States
ARNGUS	Army National Guard of the United States
AR	Army Regulation
AUTODIN	Automatic Digital Network
BASD	Basic Active Service Date
CNGB	Chief, National Guard Bureau
COMSEC	Communications Security
CPL	Contract Policy Letters
CSO	Communications and Information Systems Officer
DA	Department of the Army
DAF	Department of the Air Force
DFARS	Defense Federal Acquisition Regulation
DFAS	Defense Finance and Accounting Office
DOD	Department of Defense
DODAAC	Department Of Defense Activity Address Code
DRMO	Defense Reutilization Management Office
EQCC	Environmental Quality Control Council
FAR	Federal Acquisition Regulation
FORMDEPS	FORSCOM Mobilization and Deployment System
GSU	Geographically Separated Units
IAW	In Accordance With
IPMS	Information Processing Management System
IR	Internal Review
JER	Joint Ethics Regulation
JIRSG	Joint Interservice Regional Support Group
MACOM	US Army Major Command
MAJCOMUS	Air Force Major Command
MPF	Military Personnel Flight
MRD	Mandatory Removal Date
MSD	Mandatory Separation Date
OER	Officer Evaluation Report
OPR	Officer Performance Report
NGB	National Guard Bureau
NGFARS	National Guard Federal Acquisition Regulation Supplement
OMARNG	Operation and Maintenance, Army National Guard

PAT Process Action Team
PBAC Program and Budget Advisory Committees
PEBD Pay Entry Base Date
PFTS Permanent Field Training Site
SAMBU Small and Disadvantaged Business Utilization
SAM Support Agreement Manager
TCC Telecommunications Center
TDA Table of Distribution and Allowances
TSS Training Support Squadron
USACID US Army Criminal Investigation Division
U.S.C. United States Code
USPFO United States Property and Fiscal Officer
VCNGB Vice Chief, National Guard Bureau
VI Voluntary Indefinite

3. Special Abbreviations and Terms: None