



CHIEF NATIONAL GUARD BUREAU INSTRUCTION

NG-J1-AY
DISTRIBUTION: A

CNGBI 9350.01
15 November 2015

NATIONAL GUARD YOUTH CHALLENGE PROGRAM

References: See Enclosure B.

1. Purpose. This instruction establishes policy and assigns responsibilities for management and execution of the National Guard Youth ChalleNGe Program, a civilian youth opportunities program, in accordance with (IAW) references a, b, and c.
2. Cancellation. None.
3. Applicability. This instruction applies to all elements of the National Guard Bureau (NGB) and those States, Territories, and the District of Columbia that have entered into a cooperative agreement with NGB to establish a National Guard Youth ChalleNGe Program.
4. Policy. It is NGB policy that:
 - a. The National Guard Youth ChalleNGe Program is authorized by references a and b, managed by the NGB, and executed by the participating States, Territories, and District of Columbia.
 - b. The National Guard Youth ChalleNGe Program improves the education and employment potential of participating youth IAW Section 509 of reference a by providing program graduates the values, skills, education, and self-discipline necessary to succeed as adults.
5. Definitions. See Glossary.
6. Responsibilities. See Enclosure A.
7. Summary of Changes. This is the initial publication of CNGBI 9350.01.

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8. Releasability. This instruction is approved for public release; distribution is unlimited. Copies are available at <<http://www.ngbpd.c.ngb.army.mil>>.

9. Effective Date. This instruction is effective upon publication and must be reissued, cancelled, or certified as current every five years.



FRANK J. GRASS
General, USA
Chief, National Guard Bureau

Enclosures:

- A -- Responsibilities
- B -- References
- GL -- Glossary

ENCLOSURE A

RESPONSIBILITIES

1. Chief of the National Guard Bureau (CNGB). The CNGB will exercise overall administration of the National Guard Youth ChalleNGe Program.
2. Director of Manpower and Personnel (NG-J1). The Director of NG-J1 will:
 - a. Coordinate a cooperative agreement, subject to the Assistant Secretary of Defense for Reserve Affairs' (ASD(RA)) approval, with the Governors of the States and Territories or, in the case of the District of Columbia, the Commanding General of the District of Columbia National Guard (CG) to participate in the National Guard Youth ChalleNGe Program.
 - b. Maintain an electronic list of all cooperative agreements and Grants and Cooperative Agreement Policy Letters (GCAPLs) issued for the National Guard Youth ChalleNGe Program.
 - c. Issue implementing guidance and procedures governing all phases of the National Guard Youth ChalleNGe Program.
3. The Adjutants General (TAG) and CG. TAGs and the CG serve as the Grantee to enter into a cooperative agreement with NGB to participate in the National Guard Youth ChalleNGe Program IAW state law and procedure. TAGs and the CG will:
 - a. Comply with all terms, conditions, and standards of the National Guard Youth ChalleNGe Program-Cooperative Agreement (NGYCP-CA).
 - b. Supervise and manage all activities or projects within the scope of the NGYCP-CA IAW sound business practices.
 - c. Provide reports concerning all expenditures and property as the NGYCP-CA requires.
 - d. Provide the personnel, supplies, services, and matching funds that the NGYCP-CA requires.
4. Chief of the Office of Athletics and Youth Programs (NG-J1-AY). The Chief of NG-J1-AY will:
 - a. Serve as the office of primary responsibility for the administration and oversight of the National Guard Youth ChalleNGe Program.

- (1) Propose policy to implement public law pertaining to the National Guard Youth ChalleNGe Program IAW reference b.
 - (2) Develop procedures and doctrine to execute NGB policies pertaining to the National Guard Youth ChalleNGe Program.
 - (3) Coordinate with stakeholders at NGB to review changes and updates to the NGYCP-CA.
 - (4) Provide policy, budgetary, and doctrinal guidance to United States Property and Fiscal Officers (USPFO), Federal Cooperative Agreement Program Managers (FCAPM), State Finance Offices (SFO), and program directors and staffs through the Director of Resource Management (NG-J8) /Comptroller.
 - (5) Serve as the National Guard Youth ChalleNGe Program training proponent.
 - (6) Coordinate the allocation of Federal funding to States, Territories, and the District of Columbia to support the approved NGYCP-CA.
- b. Coordinate funding, budgetary, and fiscal issues with the ASD(RA), the National Guard Director of NG-J1, Director of NG-J8/Comptroller, USPFOs, SFOs, and Program Directors.
- c. Prepare and submit an Annual Youth ChalleNGe Report to ASD-RA by 01 November.
- (1) Submit a draft of the report to the CNGB by 01 October after completing coordination with NGB staff IAW reference d.
 - (2) The Annual Report to Congress will include detailed program results and totals by State, Territory, or the District of Columbia as well as trend data and recommendations for program improvement.
 - (3) The Annual Report is due to Congress by 30 December, unless a waiver is obtained by ASD-RA to the suspense.
- d. Publish the annual goals for the National Guard Youth ChalleNGe Program.

5. USPFO. The USPFO:

- a. Serves as the Grants Officer, or Grantor, in executing the NGYCP-CA.

b. Fulfills the responsibilities specified in paragraph 1-4 e. of reference c or as specified in a subsequent regulation for those aspects of the NGYCP-CA.

6. FCAPM. The FCAPM will execute all assigned program roles and responsibilities IAW reference c or as specified in a subsequent regulation.

7. Grants Officer Representative (GOR). The GOR will execute all assigned program roles and responsibilities IAW reference c or as specified in a subsequent regulation.

8. SFO. The SFO will execute all assigned program roles and responsibilities IAW reference c or as specified in a subsequent regulation.

9. Program Director. Each National Guard Youth ChalleNGe Program Director is classified as Supervisory Staff and will:

a. Comply with all of the terms, conditions, and standards of the NGYCP-CA, the policy contained in this instruction, and procedures contained in the related manual.

b. Supervise and manage all activities within the NGYCP-CA IAW Federal laws and regulations, State laws, and National Guard policies.

c. Account for the proper obligation and expenditure of all funds and property acquired through the NGYCP-CA, making returns and reports concerning those expenditures and that property, as required.

d. Verify that Federal and State funds are expended on authorized projects and activities as set forth in the NGYCP-CA and the applicable CNGB issuances.

e. Implement adequate management and internal controls to protect Federal and State interests.

f. Staff required positions in the Program Manning Document with properly trained and credentialed personnel.

g. Develop the Annual Plan for the State, Territory, or District of Columbia and submit it to the NG-J1-AY.

(1) Meet the deadline for submitting the Annual Plan using the approved format.

(2) The Annual Plan includes the detailed annual budget, graduation targets, and recommended sanctions if graduation targets are not met in three consecutive residential classes.

- h. Review all obligations to ensure they are valid and justifiable requirements.
 - i. Perform an operational and resource management Director's Self-Assessment for the years in which a Program does not receive an on-site ChalleNGe Operational and Resource Effectiveness assessment.
 - j. Review and update standard operating procedures biennially to align with current guidance.
 - k. Verify that all State Youth ChalleNGe Program employees undergo a background check IAW reference e.
 - l. Appoint and staff the program IAW reference c or as specified in a subsequent regulation.
 - m. Execute all assigned program roles and responsibilities IAW reference c, or as specified in a subsequent regulation.
10. Program Budget Officer. The Program Budget Officer will:
- a. Manage the program's day-to-day budgetary requirements.
 - b. Develop an annual budget to submit for the Program Director's review and approval.
 - c. Contribute to the development of the Annual Plan per the Program Director's guidance.
 - d. Prepare and submit all required budget reports.
 - e. Attend quarterly reviews as directed by the USPFO and GOR.
 - f. Provide all documents that must be signed by other individuals to NG-J1-AY within required deadlines.
 - g. Execute all assigned program roles and responsibilities IAW reference c, or as specified in a subsequent regulation.

ENCLOSURE B

REFERENCES

PART I. REQUIRED

- a. 32 U.S.C., “National Guard”
- b. DoD Instruction 1025.8, 20 March 2002, “National Guard Challenge Program”
- c. 2 CFR part 200, 26 December 2013 (with subsequent technical amendments) “Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards”
- d. NG Regulation 5-1/ANG Instruction 63-101, 28 May 2010, “National Guard Grants and Cooperative Agreements”
- e. NGB PARC Guard Knowledge Online,
<<https://gkoportal.ng.mil/ngb/STAFF/D01/D01/S02/SitePages/Home.aspx>>
Accessed 15 November 2015

PART I. RELATED

- f. CNGB Manual 5050.01A, 31 August 2012, “National Guard Bureau Staff Action Processes and Procedures”
- g. Army Directive 2014-23, 10 September 2014, “Conduct of Screening and Background Checks For Individuals Who Have Regular Contact With Children in Army Programs”
- h. DoD Grants and Agreements Regulations (DoDGARs)

GLOSSARY

PART I. ACRONYMS

ASD (RA)	Assistant Secretary of Defense for Reserve Affairs
CG	Commanding General of the District of Columbia National Guard
CNGB	Chief of the National Guard Bureau
FCAPM	Federal Cooperative Agreement Program Manager
GCAPL	Grants and Cooperative Agreement Policy Letter
GOR	Grants Officer Representative
IAW	In accordance with
NGB	National Guard Bureau
NGB-PARC	National Guard Bureau Principal Assistant Responsible for Contracting
NG-J1	Manpower and Personnel
NG-J1-AY	National Guard Office of Athletics and Youth Programs
NG-J8	Directorate of Resource Management and Comptroller
NGYCP-CA	National Guard Youth ChalleNGe Program Cooperative Agreement
SFO	State Finance Office
TAG	The Adjutants General
USPFO	United States Property and Fiscal Officer

PART II. DEFINITIONS

Advance Payments -- Federal funds disbursed to the grantee only when grantees are required to have sufficient funds on deposit in the state treasury before a funding obligation may be incurred.

Army Records Information Management System -- A portion of the Army Information Management that furnishes the only legal authority for destroying nonpermanent Army information and provides life-cycle management instructions for the systematic identification, maintenance, storage, retrieval, retirement, and destruction of Army information recorded on any medium.

Employee -- Any person, paid or unpaid, who performs work for the National Guard Youth ChalleNGe Program, who receives periodic work tasking from the state's Youth ChalleNGe Program Director or staff and is accountable to the National Guard Youth ChalleNGe Program Director for that individual's actions or performance. The National Guard Youth ChalleNGe Program Director, his or her staff, the instructors, counselors, cadre, and volunteers are all considered employees of the National Guard Youth ChalleNGe Program

Equipment -- Tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000.

Grantee -- The State, organization or other entity receiving funding under a National Guard Youth ChalleNGe cooperative agreement.

Grants Officer (Grantor) -- For Youth ChalleNGe agreements, the United States Property and Fiscal Officer for that state.

Modification -- A change to a cooperative agreement typically for one of the following purposes: funding, terms and conditions, termination or other administrative reasons.

Program Manning Document -- An official paper or file that contains text developed by the National Guard Youth ChalleNGe Program Director that establishes the personnel positions and authorized personnel, and other key information pertaining to staffing a program.

State -- Any of the several States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, any Territory or possession of the United States, or any agency or instrumentality of a State exclusive of local governments.

Supervisory Staff -- Employees who have unsupervised and unaccompanied access to Cadets.

Supplies -- All tangible personal property other than those having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000 regardless of the length of its useful life.