



CHIEF OF THE NATIONAL GUARD BUREAU INSTRUCTION

NGB-J1-Y
DISTRIBUTION: A

CNGBI 9350.01A
22 December 2020

NATIONAL GUARD YOUTH CHALLENGE PROGRAM

References: See Enclosure B.

1. Purpose. This instruction establishes policy and assigns responsibilities for the National Guard Youth Challenge Program (NGYCP) in accordance with (IAW) references a through d.
2. Cancellation. This instruction cancels and replaces its previous edition, CNGB Instruction 9350.01, National Guard Youth Challenge Program, 15 November 2015.
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 NGYCP.
4. Policy. It is NGB policy to improve the education and employment of potential civilian youth through the NGYCP IAW reference a, by providing program graduates the values, skills, education, and self-discipline necessary to succeed as adults.
 - a. General. The NGYCP provides military-based training, discipline, and structure; job readiness training; and alternative educational approaches through a military-based training model to eligible civilian youth participants IAW reference b.
 - b. Phases. All NGYCPs are required to execute the four of five phases of the Basic Challenge Program which include: Recruitment, Acclimation, Residential, and Post-Residential. NGYCPs may establish an optional fifth Job Challenge phase in which programs partner with industry and technical schools to offer Youth Challenge graduates the opportunity to learn job skills to enhance their employability.

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c. Consideration. States must consider program funding and facility availability when determining whether to implement a Job Challenge phase. The NGB Office of Youth Programs (NGB-J1-Y) must endorse all requests to implement a Job Challenge phase for Assistant Secretary of Defense for Manpower and Reserve Affairs approval prior to State implementation. Job Challenge participants must meet eligibility criteria IAW reference b.

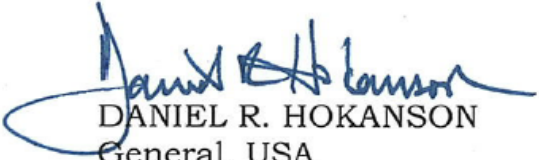
5. Definitions. See Glossary.

6. Responsibilities. See Enclosure A.

7. Summary of Changes. This instruction updates responsibilities to match regulatory guidance.

8. Releasability. This instruction is approved for public release; distribution is unlimited. It is available at <<https://www.ngbpmc.ng.mil/>>.

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


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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 NGYCP.
2. Director of Manpower and Personnel (NGB-J1). The Director of NGB-J1 will:
 - a. Establish an appropriately manned Office of Youth Programs (NGB-J1-Y) to serve as the office of primary responsibility for the management of the NGYCP with duties including:
 - (1) Develop and coordinate a NGYCP Cooperative Agreement, subject to Assistant Secretary of Defense for Reserve Affairs approval, with the Governors and the Adjutant Generals of the States and Territories or the Commanding General of the District of Columbia National Guard, to participate in the NGYCP.
 - (2) Issue regulations, operating instructions, procedures, implementing guidance, and operational standards to govern all phases of the NGYCP.
 - (3) Establish and manage a comprehensive NGYCP inspection program and ensure each NGYCP receives an on-site inspection at least once every three years.
 - (4) Provide a probationary status recommendation to the Director of NGB-J1 for poor-performing programs as determined by underuse or misutilization of NGYCP funding, consecutive unsatisfactory inspections or audits, or substandard graduation numbers. Recommend the withholding or cancellation of Federal matching funds for probationary programs that do not improve within two NGYCP inspection cycles.
 - (5) Issue NGYCP budget request procedures and coordinate NGYCP funding, budgetary, and fiscal matters with the Assistant Secretary of Defense for Manpower and Reserve Affairs, Director of Programs and Resources/Comptroller (NGB-J8), United States Property and Fiscal Officers, and NGYCP Directors.
 - (6) Establish NGYCP staffing guidance and parameters, including minimum staff-to-cadet ratios and NGYCP employee national training requirements.
3. The Adjutants General (TAG) and Commanding General of the District of Columbia. TAGs and the Commanding General of the District of Columbia will:
 - a. Serve as the grantee to enter into a Cooperative Agreement with the NGB to participate in the NGYCP IAW State laws and procedures.

- b. Comply with all terms, conditions, and standards of the NGYCP Cooperative Agreement.
- c. Supervise and manage all activities or projects within the scope of the NGYCP Cooperative Agreement IAW sound business practices.
- d. Provide the financial and property reports required by the NGYCP Cooperative Agreement.
- e. Provide the personnel, supplies, services, and matching funds required by the NGYCP Cooperative Agreement.
- f. Appoint an NGYCP Director to provide management and administrative oversight of their NGYCP including:
 - (1) Adhering to the NGYCP Cooperative Agreement; district, State, and national-level coordination; policy and procedure development; fiscal management; personnel and labor relations management; contract administration and purchasing; and compliance with Federal and State laws governing the NGYCP.
 - (2) Developing and submitting the NGYCP Annual State Plan for the State, Territory, or District of Columbia to the NGB-J1-Y IAW reference b.
 - (3) Completing and submitting a Director's Self-Assessment to the NGB-J1-Y for each year the program does not receive an on-site inspection.
 - (4) Developing local standard operating procedures required by regulation and update the standard operating procedures regularly to align with current guidance.
 - (5) Verifying that all State NGYCP employees undergo a national background check IAW reference b and NGYCP regulations.
 - (6) Ensuring that all staff members whose place of employment is the NGYCP, regardless of the entity funding the staff position(s), complete all required training within the regulatory time frames.
 - (7) Appointing a program budget officer to prepare the annual budget request package, quarterly budget reports, and budget modifications for approval while tracking expenditures and variances to identify budgetary problems and recommend solutions.

4. United States Property and Fiscal Officer (USPFO). USPFOs will:
- a. Serve as the qualified commissioned officer designated by the CNGB to serve as the Grants Officer in executing the NGYCP Cooperative Agreement.
 - b. Fulfill the responsibilities specified IAW reference c or as specified in a subsequent regulation for those aspects of the NGYCP Cooperative Agreement.
 - c. Appoint a Federal Cooperative Agreement Program Manager and determine his or her duties and responsibilities IAW the NGYCP Cooperative Agreement and Federal policy.
 - d. Appoint a Grants Officer Representative and determine his or her duties and responsibilities IAW the NGYCP Cooperative Agreement and Federal policy.

ENCLOSURE B

REFERENCES

PART I. REQUIRED

- a. Title 32 United States Code, “National Guard”
- b. Department of Defense Instruction 1025.8, 20 March 2002, “National Guard Challenge Program”
- c. Title 2 Code of Federal Regulations, Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”
- d. National Guard Regulation 5-1, 28 May 2010, “National Guard Grants and Cooperative Agreements”

PART II. RELATED

- e. Department of Defense Manual 1402.05, 24 January 2017, “Background Checks on Individuals and Department of Defense Child Development and Youth Programs”
- f. Title 32 Code of Federal Regulations, Subchapter C, Part 21, 19 October 2020, “DoD Grant and Agreement Regulations”

GLOSSARY

PART I. ACRONYMS

CNGB	Chief of the National Guard Bureau
IAW	In accordance with
NGB	National Guard Bureau
NGB-J1	Manpower and Personnel Directorate
NGB-J1-Y	Office of Youth Programs
NGB-J8	Programs and Resources/Comptroller
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.

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 National Guard 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, and 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 an acquisition cost of \$5,000 or more per unit.

Grantee -- The State, organization, or other entity receiving funding under a National Guard Youth ChalleNGe Program Cooperative Agreement.

Grants Officer -- For National Guard Youth ChalleNGe Program 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.

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 equipment (defined in "Equipment" above).