



CHIEF OF THE NATIONAL GUARD BUREAU INSTRUCTION

NGB-J8
DISTRIBUTION: A

CNGBI 9501.01
08 July 2021


NATIONAL GUARD BUREAU UNITED STATES PROPERTY AND FISCAL OFFICER PROGRAM

References: See Enclosure B.

1. Purpose. This instruction establishes policy and assigns responsibilities for the National Guard Bureau (NGB) United States Property and Fiscal Officer (USPFO) Program in accordance with (IAW) references a through l.
2. Cancellation. This instruction cancels and replaces National Guard Regulation 130-6/Air National Guard Instruction 36-2, 01 July 2007, "United States Property and Fiscal Officer Appointment, Duties, and Responsibilities."
3. Applicability. This instruction applies to all National Guard (NG) elements.
4. Policy. It is NGB policy to qualify, approve, and manage personnel within the USPFO Program and to supervise execution of the USPFOs' duties and responsibilities regarding Federal resources in the possession of a State NG.
 - a. USPFOs are agents of the Secretaries of the Army and Air Force, through the Chief of the NGB (CNGB), who are liable and directly responsible for the oversight and management of all Federal funds and property in the possession of the NG for the States, Territories, or District of Columbia for which a USPFO is assigned, IAW references a through e.
 - b. The Vice Chief of the National Guard Bureau (VCNGB) is delegated the authority for the direction and control of the USPFOs IAW reference a and b.
 - c. The NGB supervises the acquisition, supply, and accountability of the States for Federal property issued to the NG through USPFOs designated, detailed, or appointed IAW reference a. The NGB likewise plans, programs, and administers the budgets of the Army National Guard of the United States and the Air National Guard of the United States.
 - d. The Programs and Resources/Comptroller Directorate (NGB-J8) will manage the personnel within the NGB USPFO Program.

UNCLASSIFIED

5. Definitions. See Glossary.
6. Responsibilities. See Enclosure A.
7. Summary of Changes. This is the initial publication of CNGBI 9501.01.
8. Releasability. This instruction is approved for public release; distribution is unlimited. It is available at <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.



DANIEL R. HOKANSON
General, USA
Chief, National Guard Bureau

Enclosures:

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

ENCLOSURE A
RESPONSIBILITIES

1. VCNGB. The VCNGB will:

- a. Manage, direct, and oversee execution of USPFO duties and responsibilities under the NGB USPFO Program.
- b. Establish qualifications for becoming a USPFO.
- c. Establish core competencies and training requirements a USPFO must possess or complete to competently perform all statutory and CNGB-defined duties and responsibilities.
- d. Inform the Secretaries of the Army and Air Force if accountability of Federal resources is compromised, including as a result of the failure of a State to maintain the minimum staffing levels established in paragraphs 1.b and/or 1.c above.
- e. Appoint the USPFO as a Grant Specialist.

2. The Adjutants General (TAGs) and the Commanding General of the District of Columbia (CG). TAGs and the CG:

- a. Provide adequate full-time and traditional (drill status) personnel and resources necessary for executing the duties and responsibilities of the USPFO. These personnel will be directly under the USPFO's daily operational control and supervision.
- b. Provide USPFOs with resources and personnel at a level equal to or greater than the State's average NG Joint Force Headquarters–State staffing level, but not less than the minimum necessary to effectively perform all statutory duties and responsibilities. Where appropriate, Title 5 government civilian certificate personnel should be used to ensure that independence and staffing levels are maintained (for example, internal review and legal support).
- c. Use the expertise of USPFOs as a resource in determining optimal methods of accomplishing their program goals.

3. USPFOs. USPFOs will:

- a. Account for all Federal funds and property of the United States in the possession of a respective State, Territory, or the District of Columbia to which they are assigned.
- b. Ensure Federal funds are obligated and disbursed IAW all applicable laws and regulations.

- c. Ensure all laws, regulations, policies, and procedures established by Congress, the DoD, the Department of the Army, and the Department of the Air Force, as implemented by the CNGB, applicable to the duties or responsibilities of both a commissioned officer and USPFO are followed.
- d. Make returns and reports on Federal funds and property as directed by the CNGB or the appropriate Service Secretary.
- e. Advise and assist units, organizations, and activities within the State to ensure Federal property is used IAW all applicable laws and regulations.
- f. Take appropriate action, including immediately notifying the VCNGB and TAG or the CG, to report irregularities, misuse, or abuse of Federal property or funds in the possession of a State NG.
- g. Work as a Federal advisor to TAGs or the CG and support their programs, priorities, and the needs of a State within the limits established by applicable laws, regulations, and policy.
- h. Have dual responsibilities with regard to their working relationships with the VCNGB and TAG or the CG. However, if a conflict arises between the two, a USPFO is an agent of the Secretaries of the Army and Air Force, through the CNGB, and must follow the lawful orders of the CNGB, applicable Federal statutes and regulations, and this instruction or other related NGB guidance.
- i. Operate fiscal station(s), receive allotments of Federal funds, and maintain fiscal accounting records for all Federal funds (including non-appropriated funds).
- j. Be personally accountable by statute and responsible for the proper obligation and expenditure of all Federal funds provided to the State through cooperative agreements.
- k. Ensure all Federal funds are expended on authorized projects or programs set forth in cooperative agreements and their appendices.
- l. Appoint Federal Program Directors at the State level, with TAG coordination, to ensure proper execution of the Federal funds IAW references e and f.
- m. Be statutorily accountable for all Federal funds and property at the State level and thus is the Title 10 official who is the agent of the NGB and the sole authority to sign and execute Interagency Support Agreements (ISA) within the State IAW references g and h.
- n. Enter into agreements with other Federal agencies for the acquisition or provision of needed goods and services that can be obtained more economically through the use of such agreements IAW reference m.
- o. Operate and maintain the logistics support system for the Army National Guard.

p. Operate the Accountable Property System of Record for logistics support for the Air National Guard and operate necessary medical logistics support.

q. Execute Federal mobilization, transportation, finance and logistics actions along with proper authorization granted by the Head of Contracting Authority (HCA). Also conduct purchasing, contracting actions, and necessary inter- and intra-service agreements as directed by the CNGB.

r. Provide oversight and management for all NG Federally warranted contracting personnel in the States, Territories, or District of Columbia.

s. Complete Grant Officer Training within one year of appointment and provide all documentation to ensure against a lapse in Grant Officer coverage until the USPFO has completed their coursework.

4. Director of NGB-J8. The Director of NGB-J8 will:

a. Serve as an advisor to the VCNGB and NGB senior leadership on USPFO policy, personnel readiness, training, administration, management, and other significant matters; and serve as a liaison between USPFOs and Offices of the NGB, the Department of the Army, the Department of the Air Force, the Chairman of the Joint Chiefs of Staff, the Office of the Secretary of Defense, State Governors, TAGs, and the CG.

b. Oversee and regulate the USPFO nomination process, including the formal communication and correspondence between State Governors and TAG offices on matters concerning the selection and screening process for potential USPFO candidates, the formal nomination process of USPFO candidates, and the appointment of USPFOs; make recommendations on the qualifications a commissioned officer must possess before the VCNGB will consider the officer for approval as a USPFO; and facilitate the call to active duty of the officers selected for the NGB USPFO Program.

c. Recommend and assess USPFO core competencies and the training requirements that a USPFO must possess to competently perform all statutory and CNGB-defined duties and responsibilities.

d. Plan and coordinate all training requirements for the USPFO community, including mandated training for appointment to the position of USPFO, annual training certifications, emerging training mandated by DoD, and any other training required to address weaknesses within established business practices and procedures.

e. Provide human resources support and analytical and administrative services in support of USPFOs within areas and actions pertaining to lifecycle management, personnel readiness management, Mandatory Removal Date or Mandatory Separation Date extensions, appointments, evaluations, retirements, awards, leave and travel, and all other essential personnel services.

f. Provide technical assistance and coordination with subject matter experts to enable USPFOs to better perform their duties.

g. Assess the USPFOs' resources and staffing levels from the perspective of the USPFOs' ability to effectively perform all statutory and CNGB-defined duties and responsibilities.

h. Inform the VCNGB if the assessment identifies any important matters or deficiencies, or of the failure of a State NG to maintain the minimum staffing levels established in paragraph 1.d above.

i. Assess whether the NGB Office of General Counsel and full-time judge advocate assets in the States are properly staffed and resourced as needed to provide (make available) all necessary legal support required by USPFOs to ensure the appropriate use of the Federal resources for which the USPFOs are responsible. Inform the VCNGB if the assessment identifies any deficiencies or problems.

j. Inform the VCNGB if accountability of Federal resources are compromised.

k. Assist the VCNGB as necessary to ensure that required periodic audits and necessary investigations of Federal resources in possession of the NG are conducted IAW generally accepted government audit standards as issued by the Comptroller General of the United States.

l. Assess the effectiveness of internal controls at each USPFO office and inform the VCNGB if it is determined they are insufficient for the responsible accountability of Federal funds and property assigned to a USPFO.

m. Publish implementing guidance for the NGB USPFO Program IAW this instruction.

n. Support and distribute additional NG directives and guidance as necessary to meet the responsibilities of this section.

5. Director of Acquisitions and HCA (NGB-HCA). The NGB-HCA or delegate will:

a. Warrant Contracting Officers of the NG IAW reference i.

b. Warrant the Grant Specialist appointing them as Grant Officer to ensure oversight and compliance. If adequate coursework is not completed within that year, and no exception to policy is sought, the USPFO's grant warrant will be revoked.

ENCLOSURE B

REFERENCES

- a. Department of Defense (DoD) Directive 5105.77, 30 October 2015, "National Guard Bureau (NGB)," Incorporating Change 1, 10 October 2017
- b. Title 10 United States Code (U.S.C.) Section 10505, "Vice Chief of the National Guard Bureau"
- c. 32 U.S.C. § 708, "Property and Fiscal Officers"
- d. DoD Instruction 1200.18, 07 June 2012, "The United States Property and Fiscal Officer (USPFO) Program," Incorporating Change 1, 15 April 2020
- e. 10 U.S.C. § 10503, "Functions of National Guard Bureau: Charter"
- f. Code of Federal Regulations (C.F.R.) Title 32, Volume 1, Chapter I, Subchapter C, Section 21.220, "DoD Grant and Agreement Regulations," 01 July 2011
- g. NGR 5-1/ANGI 63-101, 28 May 2010, "National Guard Grants and Cooperative Agreements"
- h. DoD Instruction 4000.19, 01 July 2011, "Support Agreements"
- i. NGR 5-2/ANGI 63-102, "National Guard Support Agreements"
- j. Army Federal Acquisition Regulation Supplement (AFARS), Part 5101, "Federal Acquisition Regulation system," 01 October 2014, Revised 21 March 2021, at ACQUISITION.GOV: <https://www.acquisition.gov/afars/part-5101-federal-acquisition-regulation-system> (accessed 23 June 2021)
- k. 10 U.S.C. § 12301, "Reserve Components Generally," Paragraph (d)
- l. C.F.R. Title 32, Volume 1, Chapter I, Subchapter C, Part 21, DoD Grants and Agreements –General Matters," § 21.430 "What are the Responsibilities of the Head of the Awarding or Administering Activity," through § 21.460, "What is the Extent of Grant Officers' or Agreement Officers' Appointment"
- m. 31 U.S.C. § 1535, "The Economy Act of 1932, As amended"

GLOSSARY

PART I. ACRONYMS

CG	Commanding General of the District of Columbia
CNGB	Chief of the National Guard Bureau
CNGBI	Chief of the National Guard Bureau Instruction
DoD	Department of Defense
IAW	In accordance with
ISA	Interagency Support Agreement
NG	National Guard
NGB	National Guard Bureau
NGB-HCA	National Guard Bureau Head of the Contracting Agency
NGB-J8	Programs and Resources/Comptroller Directorate
TAG	The Adjutant General
USPFO	United States Property and Fiscal Officer
VCNGB	Vice Chief of the National Guard Bureau

PART II. DEFINITIONS

Governor -- The Governors of the States, the Virgin Islands, Guam, the Commonwealth of Puerto Rico, and, in the case of the District of Columbia National Guard, the President or the President's designee.

National Guard Bureau -- A joint activity of the Department of Defense. The National Guard Bureau includes officers such as the Chief of the National Guard Bureau, the Vice Chief of the National Guard Bureau, United States Property and Fiscal Officers, and such separate personnel and special staff offices as prescribed in statutes or required by the Chief of the National Guard Bureau.

State -- One of the 50 States, the United States Virgin Islands, Guam, the Commonwealth of Puerto Rico, and the District of Columbia.

The Adjutant General -- The head of the State, Commonwealth, or Territory Military Department, appointed by the Governor of the State, Commonwealth, or Territory, according to the State's, Commonwealth's, or Territory's constitution or statute.

United States Property and Fiscal Officer -- A commissioned officer of the Army National Guard or the Air National Guard ordered to active duty under the authority of reference k after being approved for entrance into the United States Property and Fiscal Officer Program by the Vice Chief of the National Guard Bureau, in accordance with references a and c.