



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
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24 May 2004

MEMORANDUM FOR THE ADJUTANTS GENERAL OF ALL STATES, PUERTO RICO, THE US VIRGIN ISLANDS, GUAM, AND THE COMMANDING GENERAL OF THE DISTRICT OF COLUMBIA

SUBJECT: (All States Log Number P04-003) State Retention of Reimbursement for Shared Use of National Guard Distributive Training Technology Project (DTTP) Facilities and Equipment

1. References:

- a. Public Law 108-87, Fiscal Year 2004 Defense Appropriation Act.
- b. NGR 5-1/ANGI 63-101, Grants and Cooperative Agreements, 7 Jul 2000.
- c. DoDI 4000.19, Interservice and Intergovernmental Support, 9 Aug 1995.
- d. DFAS-IN Regulation 37-1, Jan 2000

2. The primary use of National Guard DTTP facilities and equipment is to train National Guard personnel; however, reference 1a encourages the Chief, National Guard Bureau to make National Guard DTTP facilities and equipment available to all users on a space available, reimbursable basis.

3. As required by law, the Federal government must be reimbursed for all Shared Use. Shared use of DTTP equipment and facilities generates two types of income:

- a. Reimbursement by other Federal Agencies, for the use of DTTP facilities, is not program income but reimbursement to the Army National Guard Operations and Maintenance appropriation. These funds may be added to the cooperative agreement and increase the maximum funding limitations for Appendix 40 of the Master Cooperative Agreement (DTTP).

- b. Amounts paid directly to the state for shared use of DTTP facilities by a Federal Agency, State Agency or any other user for use of DTTP facilities are program income. The gross income received minus cost of generating the income (e.g., network costs, courseware fees, etc) is net program income. The net program income is added to the cooperative agreement and reported as a state contribution to the cooperative

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agreement, which is in addition to any required state matching contribution. The addition of program income to the funds committed in a cooperative agreement shall not require an increase in the Federal funding contribution.

4. Effective immediately, with the exception of payments received for military personnel pay and allowances (reference d above), States are authorized to retain all fees collected for shared use of National Guard Distance Learning facilities and equipment. Funds collected **must** be used **SOLELY** to defray costs for operation and maintenance of the classrooms in accordance with laws and/or cooperative agreement terms. They may not be used for other purposes.

5. Under their responsibilities as Grants Officers, United States Property and Fiscal Officers (USPFO) manage the Cooperative Agreements that provide Federal funding for DTTP. They also provide access for other Federal Agencies to use DTTP resources by negotiating and developing Interservice/ Intergovernmental Support Agreements (ISA) between the USPFO and the other Federal Agency (reference DoDI 4000.19). USPFOs receive all ISA reimbursements and are responsible for distributing recoverable costs to designated 2065 appropriation and state government accounts as well as ensuring the accurate and timely deposit of receipts for military personnel reimbursements into the appropriate NGB 2060 appropriation account. Collection of payments from non-Federal shared use customers is the responsibility of the State. Identification of costs to be collected by both the USPFO and the State rests with the State.

6. In accordance with Appendix 40 of the Master Cooperative Agreement (DTTP), all funds collected by the State for non-Federal shared use must be deposited into a State account in accordance with State policies and procedures. If non-Federal shared use payments are not collected, the burden or loss is to be borne solely by the State.

7. An auditable procedure for both estimating and determining actual costs for Non-DoD Federal shared users, utilizing interactive automated site rate worksheets, was provided in All STATES MEMORANDUM 103-0029: Establishing Distributive Training Technology Project (DTTP) Site Rate Schedules, 29 Sep 03.

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8. This memorandum expires one year from date of publication, unless sooner rescinded or superseded.

9. The point of contact for this action is Major Stephan Picard, (703) 575-4382 or e-mail to stephan.picard@ngbcio.ngb.army.mil.



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