

CENTRALIZED PERSONNEL PLAN (CPP)



**Military and
Naval Affairs**

NEW YORK STATE DIVISION OF MILITARY AND NAVAL AFFAIRS

And the

UNITED STATES PROPERTY AND FISCAL OFFICER

**NEW YORK STATE
DIVISION OF MILITARY AND NAVAL AFFAIRS
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SECTION I—INTRODUCTION

It is the intent of the New York State Division of Military and Naval Affairs (DMNA) in conjunction with the United States Property and Fiscal Officer (USP&FO) to conform to the principles established in all applicable policies, regulations, procedures, and laws to provide for the equitable distribution of incurred direct costs for each program, agreement, or activity for which there are beneficial or casual relationships. This plan shall be retained for audit by the appropriate state and federal agencies having audit responsibility.

This plan outlines the principles to be used in properly identifying each program, agreement, or activity with its proportionate share of costs:

The First Principle — Costs to be claimed are allowable under prevailing cost principles and program regulations. Further, each claim will conform to the terms and conditions of the relevant cooperative agreement and statutory limitations of the program for which they are made.

The Second Principle — The salary cost allocated to each cooperative agreement is based on a percentage upon the dollar value of the agreement. The salary reimbursed is based on the certification of the time and attendance process by the Office of Budget and Finance (MNBF) for the positions.

SECTION II— GENERAL

The State of New York, through DMNA and The Adjutant General, is required to provide services to programs of the Army and Air National Guard through the use of cooperative agreements. To support each agreement the DMNA is subject to budgetary and accounting concepts prescribed by the Office of the Governor, State Legislature and the Office of the State Comptroller.

These funds are subject to all state budgeting, contracting, and accounting procedures. At anytime, a cooperative agreement may be terminated by either party according to the terms and conditions of 32 CFR 33.44.

SECTION III — CENTRALIZED PERSONNEL PLAN COSTING MECHANISM

The DMNA will base the reimbursement for salary, overtime, fringe and travel on a percentage of the dollar value of each program under the cooperative agreement. All salaries are based on 75 hours bi-weekly for full time employee and include all benefits as established by the State of New York. The percentage will be determined at the beginning of the Federal Fiscal Year on the Cost Allocation Plan and will be in effect for one year. Reimbursement requests will be processed semi annually in March and September for each program under the cooperative agreements. Overtime will be annually budgeted at no more than 20 percent of the value of the individual's salary to include fringe. Travel expenses will be annually budgeted at no more than 15 percent of the value of the individual's salary.

SECTION IV — ORGANIZATION

The staffing levels of DMNA are determined on an annual basis by the New York State Division of the Budget. The DMNA does not use standard manning tables to determine numbers of employees. Instead, the staffing level of the agency is reviewed annually by The Adjutant General and is included in the agency's budget request for legislative approval.

State financial management within DMNA is the responsibility of the Director of Management and Budget.

SECTION V — PLANNING AND PREPARATION

With the publication of this plan an annual estimate of financial responsibility will be provided to program fund managers which are based on initial funding with appropriate increases applied to include fringe benefits. The annual estimate is provided as a guide for cooperative agreement fund managers to effectively program financial responsibility in support of this plan.

The cost to provide services to cooperative agreements is based on salary and fringe benefits. Each program, under the cooperative agreement pays a proportionate share of the cost annually.

SECTION VI — LEGAL INSTRUMENT

The CPP, once signed by the Adjutant General, representing the State of New York, and the USP&FO representing the Federal Government becomes a binding contract between the State of New York and the Federal Government for a period of five years from the latest signature date of this agreement. The allocable cost(s) for each federal/state appendix included in this CPP is fair and equitable, and is IAW applicable laws, regulations, policy, and procedures. Individual Cooperative Agreement Program Managers will fully support the intent of this plan and pay the assessments as established semi-annually.

SECTION VII – COST ALLOCATION PLAN AND CERTIFICATION

Each federal fiscal year for the term of this CCP a Cost Allocation Plan (attachment 1) and Certification of Cost Allocation Plan (attachment 2) will be submitted to the Adjutant General and the USP&FO for review and signature. Anytime during the period of the state or federal fiscal year the cost allocation plan may be amended as needed.

THE STATE OF NEW YORK:



ANTHONY P. GERMAN
Major General, NYANG
The Adjutant General

Date 3/19/18

NATIONAL GUARD BUREAU:



STEVEN M. ROWE
Colonel, USA
United States Property and Fiscal Officer

Date 26 MAR 2018