NGTX-RMR

MEMORANDUM FOR All Program Managers within the Master Cooperative Agreement (MCA) Appendices

SUBJECT: (JFTX 113-09) Reimbursement Process Timeline Submission Procedures for Program Managers of Master Cooperative Agreement (MCA) Appendices

1. General. The NGTX-RMR, State Services Division under the Adjutant General’s Department is the designated office of responsibility for state administration of the MCA. This includes procurement, accounts payable and accounts receivable for federal program activities of appendices within the MCA. This memorandum describes requirements to ensure timely reimbursement to the State for outlays made on behalf of federally funded programs.

2. Purpose. To establish program submission timelines for federal reimbursement to ensure compliance with state financial requirements.

3. Applicability. This guidance is applicable to Program Managers (PM’s) of appendices within the MCA.

4. Objective. To provide a functional and timely reimbursement process that will assist the Texas Military Forces to improve the effects on State cash flow.

5. IAW NGR 5-1, Chapter 1-4.d. (2) the TAG is responsible for supervising and managing all activities or projects within the scope of the MCA in accordance with sound business practices. Therefore, in the interest of effective administration the following guidelines for federal reimbursement requests are established:

   a. NGTX-RMR, State Services Reimbursement Section will submit a SF270 with supporting documentation for monthly expenses incurred on behalf of each program under the MCA to the respective PM for review and approval. SF270 and supporting documents will be sent via email.

   b. The PM will:

      (1) Ensure that expenses submitted on the reimbursement request were authorized and amounts requested correspond to documentation originally submitted for payment to NGTX-RMA, State Services Accounts Payable Section.
(2) Immediately notify the NGTX-RMA of discrepancies for resolution.

(3) Confirm federal funding to support the amount requested is properly obligated and contractual documentation is in place at the USPFO to authorize reimbursement to the State.

(4) Annotate his concurrence by signing block 13 of the SF 270 and returning the approved documents to NGTX-RMR NLT six working days from the initial date of submission. Ensure an alternate review authority is appointed and trained to prevent delay of SF 270 approval during times of prolonged absence of the PM.

c. Upon receipt of the approved SF270, NGTX-RM will post the documents on TKO and notify the USPFO of their availability for payment processing.

6. Point of contact for questions or concerns regarding this memorandum is the State Services Reimbursement Section at 512-782-6040.

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