

**COOPERATIVE AGREEMENT MODIFICATION**

Agreement/Appendix Title and Number: W912PQ-15-2-1024

Project Name/Description and Location: ANG Fire Protection Activities

Modification Number: P0001

ISSUED BY: NATIONAL GUARD BUREAU

ISSUED TO: THE STATE OF NEW YORK

This modification is issued pursuant to the Authorities, 31 U.S.C. Chapter 63; MCA and Appendices Article VII, Sect 703; MCCA Article XII, Sect 1201 of the basic cooperative agreements. Mark purpose and obtain signatures as appropriate IAW NGR 5-1, Chapter 3.

- a. FUNDING
- b. TERMS AND CONDITIONS
- c. TERMINATION
- d. OTHER ADMINISTRATIVE: Initial Budget Requirements

Action	Funding Source	From	Change	To
FED	Allotment		\$0.00	
FED	AFP		\$6,099,465.00	\$6,099,465.00
IKA	In-Kind Assistance		\$0.00	

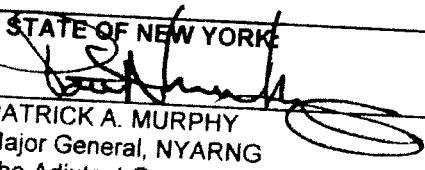
**DESCRIPTION OF MODIFICATION:**

1. JUSTIFICATION: Officially open Appendix 1024 for Fiscal Year 2015.
2. This Appendix, W912PQ-14-2-1024 is hereby extended for Fiscal Year 2015. The effective date is 01October2014 and the termination date is 30September 2015.
3. Appendix W912PQ-14-2-1024 is changed to read W912PQ-15-2-1024 for FY2015.
4. ACTION: Approve and sign modification of ANG Fire Protection Activities to officially open Appendix 1024 for Fiscal Year 2015.
5. This Appendix is subject to the availability of funds.
6. As FY2015 budgets are approved by NGB, program managers will add funding to the Appendix by separate modification.

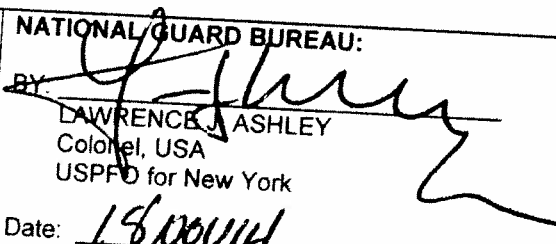
**EXECUTION**

Except as provided herein, all terms and conditions of the Cooperative Agreement and/or Appendix remain unchanged in full force and effect.  
 IN WITNESS WHEREOF, the parties by their authorized representatives execute this Cooperative Agreement Modification.

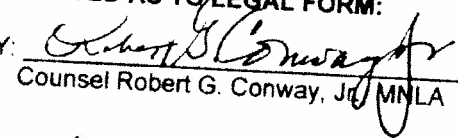
THE STATE OF NEW YORK

BY:   
 PATRICK A. MURPHY  
 Major General, NYARNG  
 The Adjutant General  
 Date: 12 NOV 14

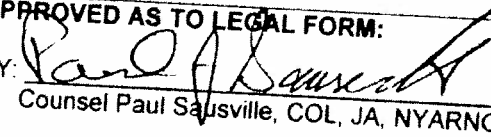
NATIONAL GUARD BUREAU:

BY:   
 LAWRENCE J. ASHLEY  
 Colonel, USA  
 USPPD for New York  
 Date: 18 NOV 14

APPROVED AS TO LEGAL FORM:

BY:   
 Counsel Robert G. Conway, Jr. MNLA  
 Date: 6 NOV 2014

APPROVED AS TO LEGAL FORM:

BY:   
 Counsel Paul Sausville, COL, JA, NYARNG  
 Date: 5 NOV 14

## APPENDIX 24 ANG FIRE PROTECTION ACTIVITIES

### Section 2401. General.

- a. This Appendix to the Master Cooperative Agreement prescribes the terms, conditions, policy and administrative procedures for the National Guard Bureau's (NGB) federal contribution for the Air National Guard Fire Protection Activities (ANGFPA) Program within the State.
- b. Statement of Facts. The authorities and provisions set forth in NGR 5-1, National Guard Grants and Cooperative Agreements, are incorporated into this Appendix by reference.

### Section 2402. Additional Definitions. (Reserved)

### Section 2403. Office of Primary Responsibility.

- a. The Office of Primary Responsibility for this Appendix is The Civil Engineer (NGB/A7), National Guard Bureau, Air National Guard Readiness Center, 3501 Fetchet Avenue, Andrews AFB, MD 20762-5157.
- b. The Civil Engineer, for the purposes of this Appendix, is a designee of the Chief, National Guard Bureau, and is the individual authorized to make final approval of all Fire Protection Activities Financial Plans and modifications to them and to the language of this Appendix, to authorize distribution and recall of Fire Protection funds to the USFPO, to receive specified accounting reconciliation reports, and to take any other action on behalf of NGB or the Chief, NGB, as specifically reserved under this Appendix for NGB/A7. Within the Civil Engineer Directorate, the Chief, Emergency Services Branch (NGB/A7XF) acts for The Civil Engineer in the day-to-day administration of the Appendix.
- c. The Federal Technician Fire Chief is responsible for all Appendix matters as the CA Program Manager at the Base. He/she coordinates as necessary with the BCE and Asst USFPO for Air (Fiscal) regarding annual Financial Plan submittals. **The Fire Chief shall be responsible for participating, as an advisor to the State personnel management team, on matters relating to Collective Bargaining negotiations between the State and the State's Bargaining Unit employees.**

### Section 2404. Scope of Agreement.

- a. Scope of Services.
  - (1) The Grantee shall provide Aircraft Rescue and Fire Fighting (ARFF) services to installations identified by NGB/A7XF. (Installations include, but are not limited to, ANG Flying Units, Geographically Separated Units (GSUs) and Training Sites). Performance of these functions will be accomplished per AFI 32-2001, and ANG Sup 1 to AFI 32-2001, The Fire Protection Operations and Fire Protection Program, herein after referred to as AFI 32-2001 and ANG Sup 1, specifically Attachment 10. Additional services will provide initial structural, rescue, emergency medical and hazardous materials (HAZMAT) response. The State ANGFPA shall include, but not be limited to, actions by the Grantee through employment by the State, by hire, of sufficient personnel, to accomplish the following tasks.
    1. Fire protection for all ANG aircraft, facilities and equipment according to applicable Department of Defense (DOD), Air Force and Air National Guard directives or until the unit is mobilized under Federal Law.
    2. Monitor alarm equipment and initiate action necessary to obtain appropriate response.
    3. Administrative support for the fire protection operations.
    4. Other services necessary to provide fire protection for applicable aircraft, facilities and equipment to include:
      - Aircraft Emergency Response (in-flight or ground emergencies, barriers, etc.
      - Structural Alarm Response - initial response and investigation as a minimum.

- Rescue Operations, including, but not limited to: aircraft egress, equipment, and automobile extraction, facility rescue (dependent upon available staffing and equipment.)
  - Medical Services (EMS) – Provide emergency medical response, First Aid/First Responder or emergency medical technician – basic (EMT-B) as a minimum, to be determined by the Fire Chief, not to exceed level of training, and as approved by the local Medical Commander.
  - Hazardous Materials (HAZMAT) Response (Operations Level at a minimum, up to the level designated by the Fire Chief).
  - Fuel & Hydrazine Spill Response.
  - Mutual Aid/Reciprocal Agreements established at the local level. Technical Rescue (confined space, high and low angle rope, structural collapse, etc) - established at local level.
  - Wild Land Fire Fighting (urban-wild land interface only as required to protect ANG facilities) - determined by State requirement.
  - Alarm Room Operations - established at local level.
  - Air Force Incident Management System (AFIMS) – Fire Department ICS.
  - Technical Services – facility inspections, customer training, fire prevention, project plans and construction review, code and criteria review, extinguisher inspection and maintenance, systems inspection assistance, and pre-fire planning for installations, including GSUs, according to NGB/A7 policy.
  - Contingency Response (bomb threat, anti-hijacking, terrorist, etc) - determined at local level.
  - Participation in installation exercises and assessments.
  - Station duties – to include housekeeping, grounds and vehicle/equipment operator maintenance.
- (2) Fire fighters are authorized to provide training for all DOD, federal and state personnel within the appropriate certification level. This applies to home station, RTS and CRTS locations. Questions regarding this authorization should be addressed to the NGB CA PM.
- (3) Fire Department services deemed necessary by the Grantee or local command beyond the scope of services listed above will be supported by State or other locally available funds.

b. Performance of Specifications.

- (1) The Grantee shall operate Fire Protection Services in accordance with National Fire Protection Association (NFPA) 1500, 1582, 1561, 1404, 1975, 472, 1581, 1001, 1002 and 1003 Standards. AFI 32-2001, Fire Major Vehicle Standby - Vehicle Standby's will be in accordance with Technical Order 00-25-172 (ANG Sup 1) and local policy.

**Section 2405. Authorized Activities/Charges.**

a. NGB/A7XF will reimburse to the following General Schedule (GS) grade levels: Assistant Chief, GS-10 Step 2; Crew Chief, GS-8 Step 2; and, Fire Fighter GS-6 Step 3. Salaries will be capped at the aforementioned grades, not to exceed the Federal GS pay scale. For States whose current salaries exceed the GS pay scale, their reimbursement will be held in place until the GS scale meets or exceeds current salaries. **i.e., salaries are grandfathered at the Fiscal Year 2012 rates.** For States whose salaries are below the GS scale, those States may increase up to 5% over the previous year's validated amount not to exceed the GS pay scale, if properly justified and approved by NGB/A7XF. **Similarly, reimbursement for benefits will be held in place at the current rate, i.e., benefits are grandfathered at the Fiscal Year 2012 rate. Salaries shall be adjusted by the Washington, DC locality pay, regardless of employment location. Those areas with a higher locality pay will continue to adjust their salaries according to the rate for their location.** Overtime, pursuant to the requirements of the Fair Labor Standards Act (FLSA), will be funded based upon a 56 hour work week. Adjustments can only be made or approved by NGB/A7XF.

b. If a State has a pay freeze or pay cap, a hiring freeze or employee furloughs for like positions throughout the State, State ANG FP employees will have corresponding limitations. Regular overtime that is required by the FLSA, based on the work schedule authorized by the State, will be allowed and funded in each budget cycle in accordance with AFI 32-2001 and ANG Sup 1, Attachment 10 to the extent the funds are available. At the start of each fiscal year, The Air National Guard Fire Protection Activity (ANGFPA) shall notify NGB/A7XF regarding anticipated excess funds resulting from furloughs, hiring freezes or military members that are deploying in a leave without pay status.

- c. When operational requirements or personnel circumstances dictate additional staffing in support of the mission, the Fire Chief can authorize overtime to satisfy minimum staffing requirements. Overtime may be approved on an exception basis (filling for sick or annual leave, emergency, or training classes, etc.) as identified in AFI 32-2001 and ANG Sup 1, Attachment 10.
- d. Costs for initial physical, annual physical, medical evaluation and required tests.
- e. Costs for inoculations and equipment required for an individual to meet the Infectious Disease Control and Occupational Safety and Health programs.
- f. Costs for Station Work Uniforms meeting the requirements of AFI 32-2001 and ANG Sup 1, Attachment 10.
- g. Costs for athletic apparel when the Fire Department has a structured physical fitness program as required in NFPA 1583 (must comply with AFI 32-2001 and ANG Sup 1, Attachment 10).
- h. Costs for Personal Protective Equipment.
- i. Travel expenses at a rate consistent with State regulations for Fire Protection personnel performing duty away from their home stations, **not to exceed the Joint Federal Travel Regulation.**
- j. Training fees to reimburse States for required training and recertification authorized in support of the Fire Protection Agreement.
- k. Costs associated with the upkeep of station work uniforms and bedding materials. (This does not include furniture or mattresses).
- l. ANGFWA support shall only be provided for those facilities and services identified by NGB/A7XF, unless authorized by exception.

**Section 2406. Unauthorized Activities/Charges.**

- a. ANGFWA funds will not be utilized to purchase firefighting equipment, structural fire fighting PPE, supplies, and normal operating supplies/items for the fire department without NGB/A7XF approval.
- b. Federal funds may not be utilized to purchase individual licenses such as Emergency Medical Technician.
- c. Reimbursement for courses, whether accredited or non-accredited and professional development training not specifically required for performance of position duties covered under this Agreement.
- d. All charges or costs for items/activities not authorized in Section 2405 above shall be submitted to NGB/A7XF for approval prior to expenditure of funds.
- e. NGB will not reimburse for more than 30 days of military leave at any time.
- f. **Meals during regular or overtime hours at regularly scheduled duty location shall not be reimbursed.**
- g. Hiring of temporary firefighters is not authorized unless approved by NGB/A7XF in advance for full time positions.

- h. Reimbursement of monthly or one-time worker's compensation payouts (claims); additional post-retirement costs, such as additional costs associated with post-retirement health insurance; early retirement incentives, such as bonuses or payouts; and, post-retirement monthly payment of vacation or annual leave, shall not be authorized.
- i. Reimbursement of costs associated with arbitration services, professional or otherwise, in the negotiation and settlement of a grievance or other formal complaint filed by an employee or a group of employees, shall not be authorized. These are matters between the State and the employee(s), and such costs shall be borne by the State.
- j. Reimbursement of costs incurred by, or associated with, the process of collective bargaining between the State and its employees covered by a Bargaining Unit (a legally organized labor union) for the purposes of negotiating matters involving employment issues, such as general working or safety conditions on the job, job qualifications and the like, shall not be authorized.
- k. Reimbursement of increased costs relating to employment issues agreed to in a Collective Bargaining Agreement between the State and its employees covered by a Bargaining Unit, such as increases in salaries, benefits, etc., shall not be authorized, **except as outlined in Section 2405a**. Increases in such costs shall be borne by the State.
- l. All other charges/activities not authorized in Section 2405 must be approved on a case by case basis by NGB/A7XF prior to execution.
- m. Costs listed as unallowable/unauthorized in 2 CFR Part 225, Appendix B.

**Section 2407. Financial Plan Requirements.**

- a. Financial Plan Submission.
  - (1) The CA PM shall submit a Financial Plan (Fin Plan) each fiscal year to NGB/A7XF for approval. The Fin Plan shall list by line item the Fire Protection services to be funded under this Appendix and the amount of that line item for which it expects reimbursement from NGB.
  - (2) The Fin Plan shall be approved before the execution of this Appendix, and shall be submitted for approval as directed to NGB/A7XF for each succeeding fiscal year.
  - (3) The total funded amount of the budget shall be the maximum amount for which NGB is obligated to reimburse the State for the costs of performance of this Appendix.
  - (4) NGB/A7XF may unilaterally increase or decrease the Fin Plan total, the total for any facility or service, or the total of any line item.
  - (5) Any increase to the budget must be approved by NGB/A7XF. The request shall include an updated Fin Plan reconciliation report as an enclosure. The request and approval of funds shall follow the procedures in NGR 5-1 and NGB financial guidance.
  - (6) Though the Fire Protection Services Appendix is intended to be 100% federally reimbursed, federal resources for reimbursement are limited. NGB/A7XF refers to the General Schedule (GS) as a salary and benefit standard and federal funding for salaries and benefits will be limited to this amount. The CA PM should coordinate with NGB/A7XF in establishing salary and benefit levels to ensure that funding will be available. Other funding sources can supplement the funding of this Appendix but must be tracked and recorded. Local FM or State additives to the Fire Protection Program are authorized and do not require approval from NGB/A7XF.
- b. Element of Expense/Investment Codes (EEICs): EEICs in the NGB/A7XF approved Fin Plan are the only authorized EEICs for use. As additional EEICs are required or when changes are necessary, they will be disseminated by official memorandum by the Appendix 24 NGB Program Manager.
- c. Classifications on the Fin Plan will be Assistant Chief, Crew Chief, and Fire Fighter.

**Section 2408. Appendix Administration.**

- a. Personnel.

(1) ANGFWA employees, work under the day to day supervision of the Base Fire Chief or his/her designee. Supervision will not go outside of the BCE functional area. All State fire fighters will be under a fire fighter or public safety position description, and appropriate State retirement program.

(2) The Base Fire Chief will be involved in all personnel actions concerning the State employees to include hiring, firing, performance evaluations and other personnel actions.

(3) Standards of employment of fire fighters shall be in accordance with AFI 32-2001 and ANG Sup 1. Minimum standards for employment in the ANGFWA Fire Fighter Program consist of the following. Failure to maintain minimum standards may be cause for dismissal.

1. Education: High school diploma or equivalent (GED).
2. Minimum Age: 18.
3. Physical Fitness and Agility: Separate entry level and annual maintenance programs will be developed

at State level with consideration of employee age and required position duties.

4. Security Clearance: ANGFWA fire fighters must obtain a favorable background investigation, and have an appropriate clearance to allow access to computer networks and restricted areas in the performance of their duties.

5. State and Military Driver's License: All ANGFWA fire fighters are required to possess and maintain a current State driver's license, and will obtain and maintain a military driver's license identifying assigned fire fighting vehicles. Loss of State driving privileges will result in appropriate review and action being taken concerning military vehicle operator qualifications and/or ability to perform duties.

(4) Staffing/Vehicles. The following provides general guidance concerning vehicle response and fire protection staffing levels in support of various levels of mission activity. The specific staffing of shifts and work schedules is at the discretion of the Fire Chief. ANG will provide the manning for the Department; it will be up to the Fire Chief to manage the staffing to insure adequate coverage based on mission and circumstances. Staffing will be provided based on ANGMS 44EF00 as offset by Secretary of Air Force policy letter requiring consideration of other available resources at that specific location.

(5) Fire fighter staffing will be reduced to directly reflect the level of mission activity below full staffing at the discretion of the Fire Chief.

(6) Staffing levels for installations located on a civil airport with an FAA Index between A and E with paying passenger carrying (i.e., commercial) aircraft, response will comply with FAA standards (FAR Part 139) during nonmilitary flying hours until such time as one-half hour after the Tower is closed for commercial flights.

b. Fire fighter Work Schedule: ANGFWA fire fighter work schedules will be locally developed in direct support of the installation mission activity. Work schedules must comply and funding will be tracked in accordance with the requirements for Fair Labor Standard Acts. Fire fighters will work a minimum of a 56 hour work week if staffing has been provided to support 24 hour operations.

c. Training Qualification and Certification Standards: Minimum certification standards are established for each level of the Air National Guard Aircraft Rescue Fire fighter (ARFF) Program in accordance with the accredited fire fighter certification program defined in AFM 32-2003. The minimum for fighter certification standards by position are contained in AFI 32-2001 and ANG Sup 1, Attachment 10.

(1) Civilian/Military Certification Equivalents:

1. Airport fire fighter (AFSC 3E731/51): Required DOD Certification [Fire Fighter II, Airport Fire Fighter, HAZMAT/HAZMAT Operations, Driver/Operator Pumper, ARFF & Tender].

2. Lead fire fighter/Crew Chief (AFSC 3E751/71): Required DOD Certification [Those identified above for Airport fire fighter along with Instructor I].

3. Station Captain (AFSC 3E771): Required DOD Certification [Fire Officer I, Fire Inspector I and Fire Instructor I].

4. Training/Safety Officer (AFSC 3E771): Required DOD Certification [Fire Officer II, Fire Instructor II and HAZMAT Incident Command].

5. Assistant Fire Chief (AFSC 3E771/91): DOD Certification [Fire Officer III, Fire Instructor II, Fire Inspector II and HAZMAT Incident Command].

6. Airport fire fighter Certification must be attained within twelve months of employment, including completion of the DOD Fire Protection School, DoD-sponsored Career Development Courses (CDC) or equivalent certification accredited by International Fire Service Accreditation Congress (IFSAC).

d. Uniforms/Accouterments. The following provides guidance concerning uniform standards and wear.

(1) Uniform Material Performance: Station work uniforms shall comply with NFPA 1975, "Standard on Station/Work Uniforms for Fire and Emergency Services" and can be 100% natural fibers (reference Department of Defense Instruction (DODI) 6055.6. Flame retardant station work uniforms are not required.

(2) Station Work Uniform: The standard uniform for civilian fire fighters will consist of a uniform shirt, uniform trousers, belt, socks, footwear, Air Force Fire Protection Badge, name tag, epaulets or collar brass, and patches. If the fire department only has personnel who are military members, it will be at the discretion of the Installation Commander to have them wear the Battle Dress Uniform (BDU) in lieu of this uniform. Funding for civilian uniforms, not BDUs, will be included in the budget process. Authorized station work uniforms and associated information for replacement will be in accordance with AFI 32-2001 and ANG Sup 1, Attachment 10.

1. ANGFWA fire fighters will support organization exercises, inspections and assessments, performing duties and services defined within this Appendix.

2. The CA PM or Grantee must submit a request through the USPFO to NGB-PARC-A when it wishes to change the instructions, terms, or conditions of this Appendix. NGB-PARC-A shall submit the request to NGB/A7XF for review and approval before acting on the request. If approved, the change shall not be binding until a modification to this Appendix is executed and signed by the grantor and grantee as required by NGR 5-1, Chapter 3.

3. The request will not take effect, nor can any expenditure of funds so implied therein take place, until it receives the approval of NGB/A7XF.

4. Modifications to this Appendix incorporating initial fiscal year funding will be sent by the CA PM to NGB/A7XF for review and concurrence.

**Section 2409. Funding Limitation.**

a. Approved Budget/Annual Funding Program (AFP). The total dollar amount that NGB anticipates, subject to the availability of funds, being available for reimbursement to the Grantee for its costs in fulfilling its responsibilities under this Appendix. This amount may be increased or decreased by NGB during the fiscal year.

b. Total Dollars Obligated. The total amount of funds obligated for NGB's share under this Appendix. Only funds obligated through an executed CA modification to the Appendix are available for reimbursement to the Grantee. Funds shall be obligated as received by the CA PM.

c. In accordance with Section 2407 the following funding limitations are provided for each fiscal year as it occurs.

1. Fiscal Year <b>2015</b> :	Approved Budget/(AFP) \$6,099,465.00 IKA: \$	Total Dollars Obligated \$
2. Fiscal Year _____:	Approved Budget/(AFP) IKA: \$	Total Dollars Obligated
3. Fiscal Year _____:	Approved Budget/(AFP) IKA: \$	Total Dollars Obligated
4. Fiscal Year _____:	Approved Budget/(AFP) IKA: \$	Total Dollars Obligated
5. Fiscal Year _____:	Approved Budget/(AFP) IKA: \$	Total Dollars Obligated

**Section 2410. Agreement Particulars.**

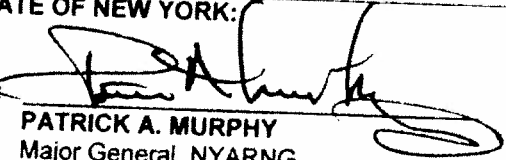
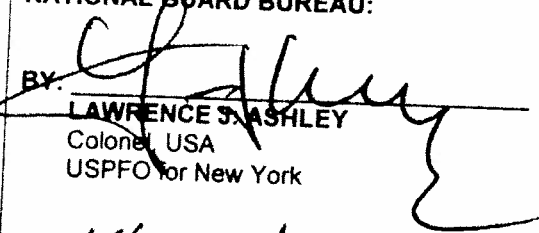
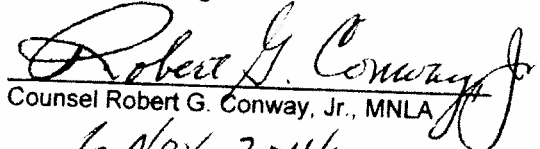
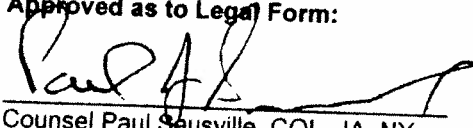
The information below shall be recorded by the Grants Officer's Representative (GOR) for compliance with the reporting requirements of the DoD Assistance Award Action Report System (DAADS) and the Federal Funding Accountability and Transparency Act of 2006.

- a. Grantee/Recipient Category: Government
- b. Grantee/Recipient Type: State Government
- c. Grantee/Recipient DUNS: 044776024
- d. Primary Place of Performance (if different from 'Issued To' on CA Modification Form): New York 12110-3514
- (To include Zip + 4)
- e. Grantee/Recipient County: 36  
(Primary Place of Performance):
- f. Grantee/Recipient Congressional District: Albany  
(Primary Place of Performance):
- g. Major Agency: DoD
- h. Agency Code: 5700
- i. Funding Agency: Air
- j. Program Source Agency: 57
- k. Transaction Type: Cooperative Agreement
- l. CFDA: 12.401
- m. CFDA Program Title: Operation and Maintenance,  
Air National Guard
- n. Program Source Account-Funding: 3840
- o. Treasury Appropriation Code: 3840
- p. Award/Obligation/Action Date: 1 Oct 2014
- q. Starting Date: 1 Oct 2014
- r. Ending Date: 30 Sept 2015
- s. Record Type: Individual Action
- t. Fiscal Year/Quarter: 2015/1<sup>st</sup> Qtr



**EXECUTION**

**IN WITNESS WHEREOF:** The parties, by their signatures, execute this Appendix and agree to its terms and conditions.

<p><b>STATE OF NEW YORK:</b></p> <p>BY: </p> <p><b>PATRICK A. MURPHY</b> Major General, NYARNG The Adjutant General</p> <p><u>12 Nov 14</u> Date</p>	<p><b>NATIONAL GUARD BUREAU:</b></p> <p>BY: </p> <p><b>LAWRENCE S. ASHLEY</b> Colonel, USA USPFO for New York</p> <p><u>14 Nov 14</u> Date</p>
<p><b>Approved as Legal Form:</b></p> <p></p> <p>Counsel Robert G. Conway, Jr., MNLA</p> <p><u>6 Nov 2014</u> Date</p>	<p><b>Approved as to Legal Form:</b></p> <p></p> <p>Counsel Paul Sausville, COL, JA, NY</p> <p><u>6 Nov 14</u> Date</p>



NATIONAL GUARD BUREAU  
111 SOUTH GEORGE MASON DRIVE, AHS2  
ARLINGTON, VA 22204-1373

NGB-OPARC-A

27 February 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Grants and Cooperative Agreements Policy Letter (GCAPL) 14-2 –  
Appendix 24, ANG Fire Protection Activities

1. This Memorandum authorizes the following revision to be made to Appendix 24, ANG Fire Protection Activities. The revision is effective immediately or as soon as practicable in each State. The execution of a modification is authorized to effect this revision and will be binding until the entire Appendix is revised. It is expected that the revised Appendix will be issued early this Summer.


2. The following revision is authorized:

a. Section 2406. Unauthorized Activities/Charges.

(1) Revise subparagraph e., by removing the last sentence, "NGB will not reimburse for more than 30 days of military leave at any time". Subparagraph e. now reads as follows:

e. NGB will not reimburse for more than is authorized in Air Force Instruction (AFI) 36-815. Eligible part-time or uncommon tours of duty employees earn an equivalent of three workweeks of military leave each fiscal year based upon their schedule. For example, employees with a 53-hour workweek accrue 159 hours of military leave each fiscal year; employees with a 56-hour workweek accrue 168 hours each fiscal year.

3. Questions related to this GCAPL should be directed to the undersigned at 703-607-5284, or by email at [mary.e.lewis124.civ@mail.mil](mailto:mary.e.lewis124.civ@mail.mil) or to Steve Waidelich at 240-612-8170 or [steven.waidelich@us.af.mil](mailto:steven.waidelich@us.af.mil).

  
MARY ELLEN LEWIS  
Chief, NGB Grants and  
Cooperative Agreements

DISTRIBUTION:  
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GOR  
NGB-JA  
NGB-J8



**NATIONAL GUARD BUREAU**  
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NGB-OPARC-A

4 February 2014

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Grants and Cooperative Agreements Policy Letter (GCAPL) 14-1 –  
Appendix 24, ANG Fire Protection Activities**

1. This Memorandum authorizes the revisions and clarifications outlined to be made to Appendix 24, ANG Fire Protection Activities. The revisions are effective immediately or as soon as practicable in each State. The execution of a modification is authorized to effect these revisions and will be binding until the entire Appendix is revised. It is expected that the revised Appendix will be issued in early Summer 2014.

2. The following revisions and clarifications are authorized:

a. Section 2404. Scope of Agreement.

Revise subparagraph a.(1) to read:

(1) The Grantee shall provide Aircraft Rescue and Fire Fighting (ARFF) services to installations identified by NGB/A7XF. Installations include, but are not limited to, ANG Flying Units, Geographically Separated Units (GSUs) and Training Sites. **Grantees may provide fire protection services with or without an assigned aircraft on a case by case basis approved by NGB/A7 in accordance with DODI 6056.06 and AFI 32-2001 requirements.** Performance of these functions will be accomplished per AFI 32-2001, and ANG Sup 1 to AFI 32-2001. The Fire Protection Operations and Fire Protection Program, herein after referred to as AFI 32-2001 and ANG Sup 1, specifically Attachment 10. Additional services will provide initial structural, rescue, emergency medical and hazardous materials (HAZMAT) response. **The State ANGFPA shall include, but not be limited to, actions by the Grantee through employment by the State, to hire sufficient personnel to accomplish the following tasks.** NGB/A7 will determine the authorized number of personnel for each installation.

b. Section 2405. Authorized Activities/Charges.

Revise subparagraph a. to read:

a. NGB/A7XF will reimburse to the following General Schedule (GS) grade levels: Assistant Chief, GS-10 Step 2; Crew Chief, GS-8 Step 2; and, Fire Fighter GS-6 Step 3. Salaries will be capped at the aforementioned grades, not to exceed the Federal GS pay scale. For States whose current salaries exceed the GS pay scale, their reimbursement will be held in place until the GS scale meets or exceeds current salaries, i.e., salaries are grandfathered at the Fiscal Year 2012 rates. **For States whose salaries are below the GS scale, those States may request an increase over the previous year's validated amount not to exceed the GS pay scale, if properly justified and approved by NGB/A7XF.** Salaries shall be adjusted by the Washington, DC locality pay, regardless of employment location. **The above outlines how the amount is determined and units are expected to hire new employees at or below the salary cap for the applicable duty position.** Overtime, pursuant to the requirements of the Fair Labor Standards Act (FLSA), will be funded based upon a 56 hour work week. **Variances can only be made or approved by NGB/A7XF.**

SUBJECT: Grants and Cooperative Agreements Policy Letter (GCAPL) 14-1 – Appendix 24,  
ANG Fire Protection Activities

c. Section 2406. Unauthorized Activities/Charges.

(1) Revise subparagraph e., to read:

e. NGB will not reimburse for more than is authorized in Air Force Instruction (AFI) 36-815. Eligible part-time or uncommon tours of duty employees earn an equivalent of three workweeks of military leave each fiscal year based upon their schedule. For example, employees with a 53-hour workweek accrue 159 hours of military leave each fiscal year; employees with a 56-hour workweek accrue 168 hours each fiscal year. NGB will not reimburse for more than 30 days of military leave at any time.

(2) Revise subparagraph i., to read

i. Reimbursement of costs associated with arbitration services, professional or otherwise, in the negotiation and settlement of a grievance or other formal complaint filed by an employee or a group of employees, shall not be authorized unless request is made to, and approved by NGB/A7XF in advance.

(3) Add subparagraph n:

n. Fire fighters are expected to have the appropriate certifications for the duty positions above the grade of fire fighter, when they apply for any new position. Required certifications to meet established requirements will not be reimbursed after the individual is hired.

(4) Add subparagraph o:

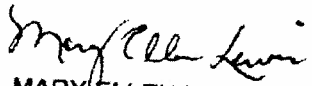
o. Reimbursement will not be allowed for any merit salary increase or benefit increase due to certifications

d. Section 2408. Appendix Administration.

Revise subparagraph a.(3)5., to read:

5. State License: All ANGFWA fire fighters are required to possess and maintain a current State driver's license. ANGFWA fire fighters will meet all training and performance requirements required by Air Force Fire Protection Training and pass the performance test. The fire chief will maintain a current and up-to-date listing of all State employees qualified and certified to operate each vehicle, and provide it to the Grantor (USPFO).

3. Questions related to this GCAPL should be directed to the undersigned at 703-607-5284, or by email at [mary.e.lewis124.civ@mail.mil](mailto:mary.e.lewis124.civ@mail.mil); if technical or program in nature, please refer questions to Steve Waidelich at 240-612-8170 or [steven.waidelich@us.af.mil](mailto:steven.waidelich@us.af.mil).

  
MARY ELLEN LEWIS  
Chief, NGB Grants and  
Cooperative Agreements

DISTRIBUTION:  
USPFO  
GOR  
NGB-JA  
NGB-J8

**MODIFICATION REQUIREMENTS FOR  
AIR GUARD FY-15  
AIR BASE FIREFIGHTER AGREEMENT  
CONTRACT NUMBER W912PQ-15-2-1024  
MOD 1 - OPEN w/AFP**

AS OF: 9/5/2014

LOCATION	PERCENTAGE	CURRENT ALLOCATION	CHANGE +/-	REVISED ALLOCATION
GABRESKI	100% FEDERAL PS			-
	100% FEDERAL NPS			-
	75% FEDERAL	-		-
	TOTAL FEDERAL	-		-
	25% STATE	-	-	-
	<b>GRAND TOTAL</b>			
106th AFP:				
106th IKA:	\$1,779,994			
STRATTON	100% FEDERAL PS			-
	100% FEDERAL NPS			-
	75% FEDERAL	-		-
	TOTAL FEDERAL	-		-
	25% STATE	-	-	-
	<b>GRAND TOTAL</b>			
109th AFP:				
	\$1,844,819			
STEWART	100% FEDERAL PS			-
	100% FEDERAL NPS			-
	75% FEDERAL	-		-
	100% FEDERAL SIMULATOR	-		-
	TOTAL FEDERAL	-		-
	25% STATE	-	-	-
	<b>GRAND TOTAL</b>			
105th AFP:				
	\$2,474,852			
<b>AFP TOTAL:</b>				
	\$6,099,465.00			
GRAND TOTAL ALL BASES)	100% FEDERAL PS			-
	100% FEDERAL NPS	-		-
	75% FEDERAL	-	-	-
	TOTAL FEDERAL	-	-	-
	25% STATE	-	-	-
	<b>GRAND TOTAL</b>			
TOTAL AFP				
TOTAL IKA	\$6,099,465.00			
	\$0			

# Request/Validation Comparisons for 2014 -2015

NY G3 Francis S. Gabreski Airport  
Install Code: WKVB0

106<sup>th</sup>

EEIC	2014		2015		Change in Requested		Change in Validated	
	Requested	Validated	Requested	Validated	Amount 2015 - 2014	Percent 2015 / 2014	Amount 2015 - 2014	Percent 2015 / 2014
FO								
473XX - FO Rental Equip	3,879	3,624	3,607	3,625				
480XX - All Utility Costs	663,776	663,228	835,673	682,565	(72)	(1.96)	1	0.03
570F3-F9 - Total CE FOMA Contracts	157,003	34,365	200,250	34,375	171,897	25.90	19,337	2.92
570F3-F9 - Pay for St Employees	326,267	298,506	246,319	212,426	43,247	27.55	10	0.03
570F9 - Pay for R/P Employee	91,160	81,911	93,900	85,071	(79,948)	(24.50)	(84,080)	(28.36)
570F9 - Pay for R/A Employee	86,692	86,015	93,900	90,395	2,740	3.01	3,160	3.86
5703A - CPP Costs	0	0	3,602	3,602	7,208	8.31	4,380	5.09
570F3-F9 - FO Employee Support Costs	9,600	9,600	6,400	6,400	3,602	N/A	3,602	N/A
619/570F3-F9 - Non-NSF Supplies	27,750	27,750	30,000	30,000	(3,200)	(33.33)	(3,200)	(33.33)
641 - Grounds Fuels	0	0	2,813	0	2,250	8.11	2,250	8.11
<b>Totals:</b>	<b>1,365,927</b>	<b>1,202,999</b>	<b>1,516,464</b>	<b>1,148,459</b>	<b>150,537</b>	<b>11.02</b>	<b>(54,540)</b>	<b>(4.53)</b>

SRM	Requested	Validated	Requested	Validated	Change in Requested	Change in Validated
52103 - Total CE FOMA Contracts	209,432	193,988	235,108	235,250	25,876	12.26
52103 - Pay for St Employees	165,607	165,607	177,439	172,377	11,832	7.14
52103 - SRM Employee Support Cost	4,800	4,800	4,800	4,800	0	0.00
52103 - Non-NSF Supplies	45,828	44,722	42,000	42,000	(3,828)	(8.35)
<b>Totals:</b>	<b>425,667</b>	<b>409,117</b>	<b>459,347</b>	<b>454,427</b>	<b>33,880</b>	<b>7.91</b>

ITEMS FO/SRM Balance at FY15 validations:

FIRE	Requested	Validated	Requested	Validated	Change in Requested	Change in Validated
570F1 - Fire Wages	969,420	969,420	1,038,450	1,017,891	69,030	7.12
570F1 - Fire Benefits	542,864	542,864	623,073	623,073	80,209	14.78
570F1 - Fire FLSA Costs	91,676	91,676	88,167	88,167	(3,509)	(3.83)
5703A - CPP Costs	0	0	4,030	4,030	4,030	N/A
570F1 - Fire Transportation	5,000	5,000	5,000	5,000	0	0.00
570F1 - Fire TDY Costs	5,000	5,000	5,000	5,000	0	0.00
570F1 - Fire Training Costs	30,000	14,400	15,000	11,400	(15,000)	(50.00)
570F1 - Fire Physicals	8,500	8,500	0	0	(8,500)	N/A
570F1 - Laundry/Linen	1,500	1,500	1,500	1,500	0	0.00
570F1 - Fire Initial Uniforms	3,000	3,000	4,000	4,000	1,000	33.33
570F1 - Fire Rpl Uniforms	4,500	4,500	6,000	6,000	1,500	33.33
570F1 - Fire PPE Costs	20,000	17,600	20,000	13,933	0	0.00
<b>Totals:</b>	<b>1,681,460</b>	<b>1,663,460</b>	<b>1,810,220</b>	<b>1,779,994</b>	<b>128,760</b>	<b>7.66</b>

## ENVIRONMENTAL

5703A - CPP Costs	0	0	172	172	172	N/A
5703A - Environmental Costs	64,935	80,625	69,926	61,900	4,991	7.69
5703A - Equipment	2,775	2,775	2,813	2,813	38	1.35
<b>Totals:</b>	<b>67,710</b>	<b>63,400</b>	<b>72,910</b>	<b>64,885</b>	<b>5,200</b>	<b>7.68</b>

## SECURITY

rpt2-year Validation Data

# Request/Validation Comparisons for 2014 -2015

109<sup>th</sup>

NY G5 Schenectady Municipal Airport  
Install Code: VBDZ0

EEIC	2014		2015		Change in Requested		Change in Validated	
	Requested	Validated	Requested	Validated	Amount 2015 - 2014	Percent 2015 / 2014	Amount 2015 - 2014	Percent 2015 / 2014
FO								
000RR - Unspecified SRM Reduction	0	0	0	0	0	N/A	0	N/A
473XX - FO Rental Equip	3,521	3,524	3,481	3,481	(40)	(1.14)	(43)	(1.22)
480XX - All Utility Costs	541,915	335,171	477,438	337,221	(64,479)	(11.90)	2,050	0.61
570F8 - Custodial Contracts	4,500	4,500	4,500	4,500	0	0.00	0	0.00
570F3-F9 - Total CE FOMA Contracts	24,850	24,668	24,370	24,370	(280)	(1.14)	(298)	(1.21)
570F3-F9 - Pay for St Employees	247,153	246,493	246,633	245,757	(520)	(0.21)	(736)	(0.30)
570F9 - Pay for R/P Employee	85,965	78,697	85,839	78,226	(126)	(0.15)	(471)	(0.60)
570F9 - Pay for R/A Employee	79,719	77,391	82,120	82,120	2,401	3.01	4,729	6.11
5703J - AJUA	37,500	0	37,500	37,500	0	0.00	37,500	N/A
5703A - CPP Costs	0	0	3,285	3,173	3,285	N/A	3,173	N/A
570F3-F9 - FO Employee Support Costs	8,400	6,400	6,400	6,400	0	0.00	0	0.00
570F9 - RA/RP Travel (100%)	2,500	2,000	0	0	(2,500)	N/A	(2,000)	N/A
570F9 - RA/RP Training (100%)	2,500	0	0	0	(2,500)	N/A	0	N/A
619/570F3-F9 - Non-NSF Supplies	21,000	21,000	23,250	23,250	2,250	10.71	2,250	10.71
641 - Grounds Fuels	150	0	150	150	0	0.00	150	N/A
<b>Totals:</b>	<b>1,057,473</b>	<b>799,844</b>	<b>994,964</b>	<b>846,148</b>	<b>(62,509)</b>	<b>(5.91)</b>	<b>48,304</b>	<b>5.79</b>

SRM	2014 Requested	2014 Validated	2015 Requested	2015 Validated	Change in Requested Amount	Change in Requested Percent	Change in Validated Amount	Change in Validated Percent
52103 - Total CE FOMA Contracts	33,422	35,062	33,102	33,102	(320)	(0.96)	(1,960)	(5.59)
52103 - Pay for St Employees	360,664	360,664	361,875	361,875	1,011	0.28	1,011	0.28
52103 - SRM Employee Support Cost	9,600	9,600	9,600	9,600	0	0.00	0	0.00
52103 - Non-NSF Supplies	27,375	27,375	27,375	27,375	0	0.00	0	0.00
<b>Totals:</b>	<b>431,061</b>	<b>432,701</b>	<b>431,752</b>	<b>431,752</b>	<b>691</b>	<b>0.16</b>	<b>(949)</b>	<b>(0.22)</b>

iEMS FO/SRM Balance at FY15 validations: 1,119,300

FIRE	2014 Requested	2014 Validated	2015 Requested	2015 Validated	Change in Requested Amount	Change in Requested Percent	Change in Validated Amount	Change in Validated Percent
570F1 - Fire Wages	1,108,917	1,108,917	1,084,168	1,084,168	(24,749)	(2.23)	(24,749)	(2.23)
570F1 - Fire Benefits	663,834	663,834	579,827	579,827	(84,007)	(12.65)	(84,007)	(12.65)
570F1 - Fire FLSA Costs	76,500	76,500	235,287	235,287	158,787	207.56	20,469	28.76
5703A - CPP Costs	1,705,200	0	4,439	4,288	4,439	N/A	4,288	N/A
570F1 - Fire Transportation	4,200	4,200	9,200	9,200	5,000	119.05	5,000	119.05
570F1 - Fire TDY Costs	9,020	9,020	15,600	15,600	6,580	72.95	6,580	72.95
570F1 - Fire Training Costs	17,550	14,400	25,200	12,000	7,650	43.59	(2,400)	(16.67)
570F1 - Fire Physicals	7,500	7,500	8,400	8,400	900	12.00	900	12.00
570F1 - Fire Other Health Care	1,920	1,920	31,920	7,000	30,000	1562.50	5,080	264.58
570F1 - Laundry/Linen	1,500	1,500	1,500	1,500	0	0.00	0	0.00
570F1 - Fire Initial Uniforms	1,800	1,800	2,200	2,200	400	22.22	400	22.22
570F1 - Fire Rpl Uniforms	8,400	8,400	8,800	8,800	400	4.76	400	4.76
570F1 - Fire PPE Costs	17,300	17,300	19,200	14,867	1,900	10.98	(2,633)	(15.22)
<b>Totals:</b>	<b>1,918,441</b>	<b>1,915,291</b>	<b>2,025,741</b>	<b>1,844,619</b>	<b>107,300</b>	<b>5.59</b>	<b>(70,672)</b>	<b>(3.69)</b>

ENVIRONMENTAL  
5703A - CPP Costs

0 0 178 172 178 N/A 172 N/A  
rpt2-year Validation Data

# Request/Validation Comparisons for 2014 -2015

105<sup>th</sup>

NY G7 Stewart International Airport  
Install Code: WHAY0

EEIC	2014		2015		Change in Requested		Change in Validated	
	Requested	Validated	Requested	Validated	Amount 2015 - 2014	Percent 2015 / 2014	Amount 2015 - 2014	Percent 2015 / 2014
<b>FO</b>								
473XX - FO Rental Equip	4,664	5,871	5,828	5,828	1,164	24.96	(43)	(0.73)
480XX - All Utility Costs	1,078,517	911,454	1,068,017	1,061,476	(10,500)	(0.97)	150,022	16.46
570F3-F9 - Total CE FOMA Contracts	117,334	75,595	130,626	75,299	13,292	11.33	(296)	(0.39)
570F3-F9 - Pay for St Employees	318,725	278,504	322,643	294,882	3,918	1.23	16,378	5.88
570F9 - Pay for R/P Employee	82,012	77,278	86,167	80,879	4,155	5.07	3,601	4.68
570F9 - Pay for R/A Employee	77,875	65,714	88,176	86,831	10,301	13.23	21,117	32.13
570F3-F9 - FO Employee Support Costs	8,000	8,000	8,000	8,000	0	0.00	0	0.00
570F9 - RA/RP Travel (100%)	2,000	2,000	0	0	(2,000)	N/A	(2,000)	N/A
570F9 - RA/RP Training (100%)	2,000	0	0	0	(2,000)	N/A	0	N/A
619/570F3-F9 - Non-NSF Supplies	34,500	34,500	38,250	38,250	3,750	10.87	3,750	10.87
641 - Grounds Fuels	1,875	900	1,950	900	75	4.00	0	0.00
<b>Totals:</b>	<b>1,727,502</b>	<b>1,459,816</b>	<b>1,749,657</b>	<b>1,652,345</b>	<b>22,155</b>	<b>1.28</b>	<b>192,529</b>	<b>13.19</b>

**SRM**

52103 - Total CE FOMA Contracts	50,816	60,468	61,253	60,126	10,437	20.54	(340)	(0.56)
52103 - Pay for St Employees	422,955	412,114	433,407	433,407	10,452	2.47	21,293	5.17
52103 - SRM Employee Support Cost	11,200	11,200	11,200	11,200	0	0.00	0	0.00
52103 - Non-NSF Supplies	71,250	71,250	73,500	73,500	2,250	3.16	2,250	3.16
<b>Totals:</b>	<b>556,221</b>	<b>555,030</b>	<b>579,360</b>	<b>578,233</b>	<b>23,139</b>	<b>4.16</b>	<b>23,203</b>	<b>4.18</b>
IEMS FO/SRM Balance at FY15 validations:		0						

**FIRE**

000AA - Unspecified Additions	200,000	200,000	0	0	(200,000)	N/A	(200,000)	N/A
000RR - Unspecified Reductions	0	0	0	0	0	N/A	0	N/A
570F1 - Fire Wages	1,503,221	1,433,221	1,388,450	1,388,450	(114,771)	(7.64)	(44,771)	(3.12)
570F1 - Fire Benefits	841,798	841,798	846,955	846,955	5,157	0.61	5,157	0.61
570F1 - Fire FLSA Costs	119,000	119,000	282,500	141,697	163,500	137.39	22,697	19.07
5703A - CPP Costs	0	0	5,917	5,917	5,917	N/A	5,917	N/A
570F1 - Fire Transportation	11,500	11,500	11,500	11,500	0	0.00	0	0.00
570F1 - Fire TDY Costs	11,500	11,500	11,500	11,500	0	0.00	0	0.00
570F1 - Fire Training Costs	20,000	20,000	20,000	15,000	0	0.00	(5,000)	(25.00)
570F1 - Fire Physicals	16,000	16,000	16,500	18,500	500	3.13	500	3.13
570F1 - Fire Other Health Care	6,000	6,000	6,000	6,000	0	0.00	0	0.00
570F1 - Laundry/Linen	2,000	2,000	2,000	2,000	0	0.00	0	0.00
570F1 - Fire Initial Uniforms	6,000	6,000	6,000	6,000	(1,000)	(16.67)	(1,000)	(16.67)
570F1 - Fire Rpl Uniforms	5,000	5,000	6,000	6,000	1,000	20.00	1,000	20.00
570F1 - Fire PPE Costs	20,000	20,000	20,000	18,333	0	0.00	(1,667)	(8.34)
<b>Totals:</b>	<b>2,762,019</b>	<b>2,692,019</b>	<b>2,622,322</b>	<b>2,474,852</b>	<b>(139,697)</b>	<b>(5.06)</b>	<b>(217,167)</b>	<b>(8.07)</b>

**ENVIRONMENTAL**

5703A - Environmental Costs	54,990	51,750	53,210	53,210	(1,780)	(3.24)	1,460	2.82
5703A - Equipment	3,225	3,225	3,225	3,225	0	0.00	0	0.00

fp12 year Validation Data