

USPFO-NJ



Customer Service Guide

“We Never Let Our Guard Down”

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VISION

The USPFO-NJ will be recognized as the most efficient, effective and customer oriented USPFO in the Nation.

Ronald Cefalone

Colonel, NGB

USPFO for New Jersey

ronald.cefalone@nj.ngb.army.mil

(609) 562-0210

GOALS

- 1. Improve Readiness**
- 2. Ensure customer satisfaction is always a priority.**
- 3. Instill professionalism and integrity in our daily operations.**
- 4. Implement new programs/systems timely.**
- 5. Monitor systems for sources of fraud, waste, and abuse and report and correct.**
- 6. Provide the most timely, effective and efficient support and service to our customers.**

INTRODUCTION

This Customer Service Guide has been developed to ensure service to our customers is the best possible, timeliest and efficient we can provide. The USPFO employees are here to support you, our customers, and are dedicated to the success of the NJARNG. This guide is designed to provide the customer, at every level, with an easy to read, “where to go and how to” guide for the services the USPFO provides. The intent of the guide is not to circumvent the chain of command, but rather to provide another resource for solving problems. Hopefully, the answers provided to your questions or problems will serve as instruction that will enable you to perform your job better, and, in turn, provide better service to your customers, the members of your unit.

All of the divisions and branches of the USPFO are listed in this guide. The Supply and Services Division is listed first, followed by Resource Management Division, Purchasing and Contracting, Data Processing, and Internal Review.

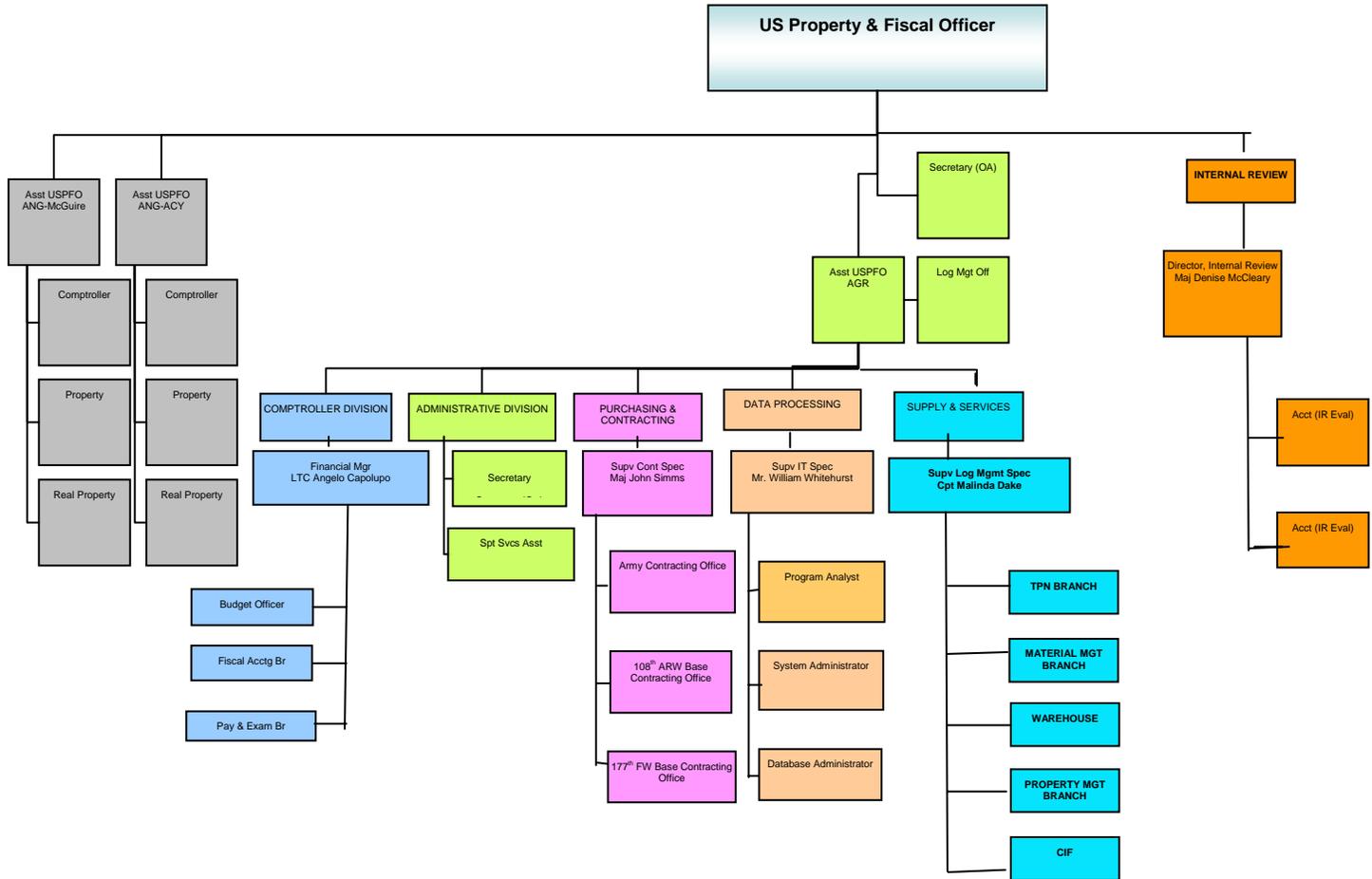
To enhance customer satisfaction we have identified one individual in each major division as the one stop, problem solver. If you have a problem, question, complaint, or compliment for a particular area of USPFO operations, these are the people to contact. But at any time you can call the USPFO, Colonel Ronald Cefalone or his assistant, Colonel Edward A. Slavin at (609) 562-0210/0211, respectively.

Because personnel change jobs and new people are hired, the listing of names and phone numbers of various points of contact for each section of the USPFO operations has been provided at the end of each major division, so that as changes occur, the listing can be rapidly updated to ensure that you have the most current information available.

If you have any suggestions on how we can improve this guide, please send your suggestions to the USPFO-NJ, ATTN: COL Slavin, Assistant USPFO.

USPFO-NJ ORGANIZATIONAL OVERVIEW

as of 1 November 2005



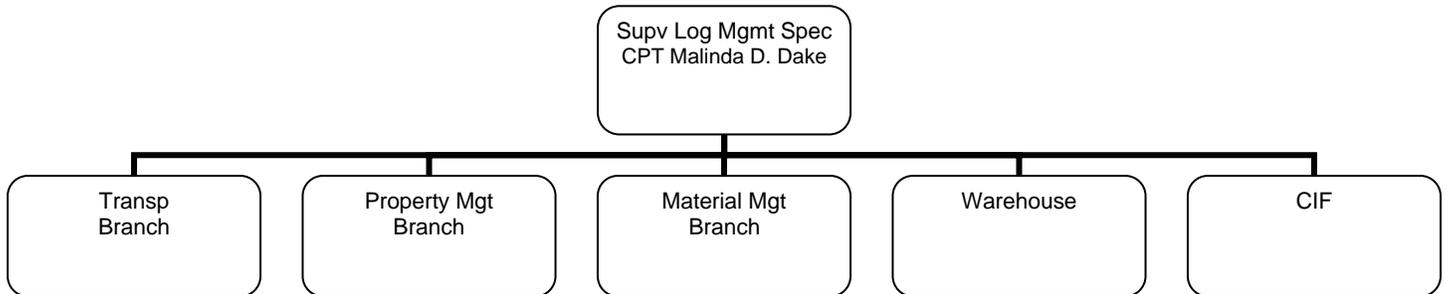
OFFICE OF THE USPFO

The USPFO for New Jersey	COL Ronald Cefalone	609-562-0210
Supervisory Logistics Mgmt Spec	COL Edward A. Slavin	609-562-0211
Secretary	Mrs. Victoria Snyder	609-562-0218
Administrative Office Assistant	SPC Robert Brzezinski	609-562-0219

Visit us on the web at:

<http://www.state.nj.us/military/uspfo/index.html>

SUPPLY AND SERVICES DIVISION



MISSION: The supply and services Division is responsible to request, receive, store, distribute, dispose of, and account for all Federal property within the New Jersey Army National Guard. The five (5) operating branches within the division are: Material Management branch, Storage and Distribution Branch, Class IX Storage and Distribution Branch, Property Management Branch, and the Transportation Branch. All branches are located within the Eggerts Crossing Road complex.

Supply Management Officer.....	609-562-0228
Supply System Analyst.....	609-562-0251
Customer Service/DODAACS.....	609-562-0252
DOL Budget Assistant.....	609-530-6929

MATERIAL MANAGEMENT BRANCH

MISSION: The Material management Branch has the overall responsibility of providing logistical support to all units and activities in the NJARNG. Management includes the responsibility for managing and maintaining the SARSS2A/C catalog, database, and supporting files. The section is responsible for managing MILSTRIP (outgoing requisitions) based on funding decisions of Program managers. This section also handles customer inquiries and document research. Specific and detailed instructions for user procedures for each area of operation are contained in the USPFO-SSD-MMB SOP.

Class I: Subsistence

1. References:

- a. AR 30-22/DA PAM 30-22
- B. Defense Supply Center-Philadelphia

2. Suspense Dates:

- a. IDT – DA Form 3294-R to USPFO-SSD-MMB 45 days prior to the required pick-up date.
- b. Catered Vendor Meals – DA Form 3953 to MMB 30 days prior to the required pick-up date. (In accordance with IMPAC Credit Card Program SOP).
- c. Ration Reconciliation - Required to be submitted to arrive not later than 5 working days after the scheduled IDT weekend (DA Form 5913-R).

Class II:

1. References:

- a. SIL #95-3 - Logistical SOP for Annual Training (currently under revision)
- b. SIL #96-11- Request for Individual Clothing
- c. SIL #96-5 - Authorization to Receipt for Supplies and Delegation of Authority-DA Form 1687
- d. SIL #95-4 - Direct Ship Procedures and Reporting Discrepancies
- e. SIL #95-7 - Chemical Defense Equipment
- f. SIL #94-5 - Organizational Clothing and Equipment (OCIE) Cold Weather Clothing and Equipment (CWCE)

- g. SIL #92-8 - Accounting for Toll Scrip
- g. SIL #91-2 - Local Purchase Procedures

2. Suspense Dates:

- a. Requests for Annual Training supplies (janitorial, paper products, single service articles) must be received by USPFO-SSD-W not later than 2 November of the training year.
- b. IDT janitorial supplies procured from state supply as part of armory issues.

Class 111 – Petroleum Fuels

1. Reference: AR 710-2

2. Suspense Dates:

- a. IDT-DEIS I Report due by the 5th of each month
- b. Annual Training DEIS I Report due by the 5th of the month following completion of the unit's AT.

- c. Requests for **bulk fuel** and **package POL** for annual training due the 15th of November of the AT year, submitted to USPFO-SSD-MMB

Class IV – Construction Materials

1. Reference: SIL #95-3 Logistical SOP for Annual Training
2. Suspense Date – Field fortification items (barbed wire, sand bags, etc) due to USPFO-SSD-W (SARSS) by 15 January annually.

Class V

1. References:
 - a. SIL #89-3 - Army Ammunition Amnesty Program
 - b. SIL #89-5 - Requisition and Issue of Ammunition, Supplies and Equipment
2. Suspense Dates:
 - a. IDT – All ammo requests should be submitted 30 days prior need to NJDMAVA-POTO
 - b. AT - All ammo requests should be submitted 120 days prior need to NJDMAVA-POTO

Class VII

1. References:
 - a. AR 710-2
 - b. AR 710-3
 - c. DA Pam 710-2-1
 - d. DA Pam 710-2-2

MTOE requirements processed through the 42nd ID Property Book Office to the USPFO FOR 42nd ID units or directly to the USPFO units/activities.

Class VIII

1. References:
 - a. 42nd ID Regulation 40-1
 - b. State Formulary

2. Suspense Dates:

- a. Annual Training and IDT requests are submitted in accordance with the above SOP.
- b. All requests for local purchase will be forwarded to the USPFO-SSD-MMB 30 days prior to need.

Class IX

1. References:

- a. Class IX External SOP
- b. ULL-S User manual

2. Suspense Dates – Requests are submitted as required to USPFO-SSD-CLIX (SARRS 1)

Supervisory Supply System Analyst.....	609-562-0253
Supply Technician.....	609-562-0262/0250
Supply Technician (SARSS2/Fuel).....	609-562-0263
Supply Technician (Subsistence)	609-562-0259
Supply Technician (Local Purchase/Medical).....	609-562-0264

STORAGE AND DISTRIBUTION BRANCH

MISSION: the Storage and Distribution Branch is a three (3) section operation: SARRS 1 – Operational storage, shipping and receiving, and hazardous material/waste coordination section. Specific and detailed instructions for user procedures for each area of operation are contained in the USPFO-SSD warehouse SOP.

SARSS1 Operational: Responsible for processing all incoming requests for items that are authorized and requests for turn-in of items that are no longer required, or are unserviceable. All requisitions will be screened by the system for verification of age of assigned document date. Releases against stock will be accomplished where applicable, or processed forward are required. Annual wall to wall inventories are scheduled for ten (10) days each year, closing this section for this time period.

Storage, Shipping and Receiving: This section is responsible for storing supplies and equipment received at USPFO. Material Handlers retrieved stock from storage locations, pack them, and place stock for receiving units in holding areas for pick-up. Stock that is excess is also retrieved, packed and processed for shipment to locations as required. Receiving and issue is also the responsibility of this section. Items received are inspected to ensure proper accountability, coding, serviceability and compliance with shipping, receiving and issuing requirements.

Hazardous Material/Waste Coordination: Coordinates all shipments of hazardous waste for NJARNG units and activities. The HAZMAT section prepares documentation for shipment and disposal of property to external agencies and coordinates with DRMO for pick-up of materials

at unit locations. This section provides shelf life guidance on items and on-site inspections of hazmat storage sites. Assists units and provides guidance to customers to ensure compliance with applicable storage regulations. Provides material safety data sheets to supported units and activities

1. References:
 - a. AR 710-2
 - b. AR 710-2-1
2. Suspense date – Issue/Turn-In schedules are published quarterly – 24 hour notice to cancel or alter unit pick-up or delivery with Warehouse Foreman.
3. Current DA Forms 1687 (Delegation of Authority) and Assumption of Command Order must be on file for all supported DODAACS.
4. All customers must report to the Warehouse Office for badge, in order to receive service.
5. Miscellaneous:
 - a. DA Form 1687 must be on file and Assumption of Command Letter.
 - b. Emergency transaction must be coordinated (over counter issues).
 - c. Report to Warehouse office upon arrival

Material Handler Supervisor..... 609-530-6797

SARSS1 Administrator..... 609-530-6754

Class IX Storage and Distribution Branch

MISSION: The class IX Storage and Distribution Branch is a two (2) section operations: SAR SS1 Operational, and Storage and Distribution. The class IX provides a training platform for DSU and the DISCOM MMC. Specific and detailed instructions for use procedures for each area of operation are contained in USPFO-SSD-Class IX External and Internal SOP...

SARSS1 Operational: Responsible for processing for all incoming request for turn-ins of items that are no longer required or are unserviceable. All requisitions will be screened by the system for verification of age of assigned document date. Releases against stock will be accomplished where applicable, or processed forward as required. Annual wall to wall inventories are scheduled and conducted for ten (10) days each year, closing this section for this time period.

Storage, Shipping and Receiving: This section is responsible for Class IX material stored and received at the facility. The section manages the state’s excess material retention area for Class IX materials. Supply personnel retrieve stock from storage locations, pack them, and place stock for receiving units in holding areas for pick-up. Stock that is excess is also retrieved, packed, and processed for shipment to locations as required. Receiving and issue is also the

responsibility of this section. Items received are inspected to ensure proper accountability, coding, serviceability and compliance with shipping, receiving, and issuing requirements. This section as required, accomplishes part application research.

Transportation: This section provides limited transportation assistance for material returns, shipments, and deliveries in coordination with state objectives.

1. References:
 - a. AR 710-2
 - b. AR 710-2-1
2. Suspense Date – 24 hour notice to cancel or alter unit pick-up or delivery with Warehouse Supervisor.
3. Miscellaneous:
 - a. DA Form 1687 and current Assumption of Command Letter must be on file.
 - b. Emergency transactions must be coordinated (over counter issues).
 - c. Report to Warehouse Office and sign in upon arrival.

Loose Bin Issue, Class II, IV, VII; Toll Scrip; Clothing Turn-Ins: 609-530-6796

Bulk Issue, POL, Janitorial, Paper Products; Class 11, 111, IV, VII: 609-530-6794

PROPERTY MANAGEMENT BRANCH:

MISSION: There are two (2) sections within the Property Management Branch – Property Asset Management Section and the Supply Accountability Assistance and Instruction Team (SAAIT). Specific and detailed instructions for user procedures for each area of operation are contained in the USPFO-SSD-PMB SOP.

Property Asset Management: Monitor and provide Asset Visibility for the USPFO and G4 (DOL), utilizing the PBUSE (Property Book Unit Supply Enhanced) system. Responsible for monitoring excess equipment, turn-in and distribution recommendations, to include lateral transfers. Facilitates annual reconciliations, change of property book officer, and book checks for Change of Command Inventories.

Supply Accountability Assistance and Instruction Team (SAAIT): Provide expert, on site, technical assistance and instruction on supply procedures, techniques, and methods to units and activities within the state. They review and appraise the adequacy and effectiveness of property accountability, subsistence accountability, utilization of equipment and supplies, ammunition accountability and distribution of excess supplies and equipment. Conduct sample physical inventories of all federal property. Provide logistical training as required.

Storage Section

Shipping and Receiving..... 609-530-6796

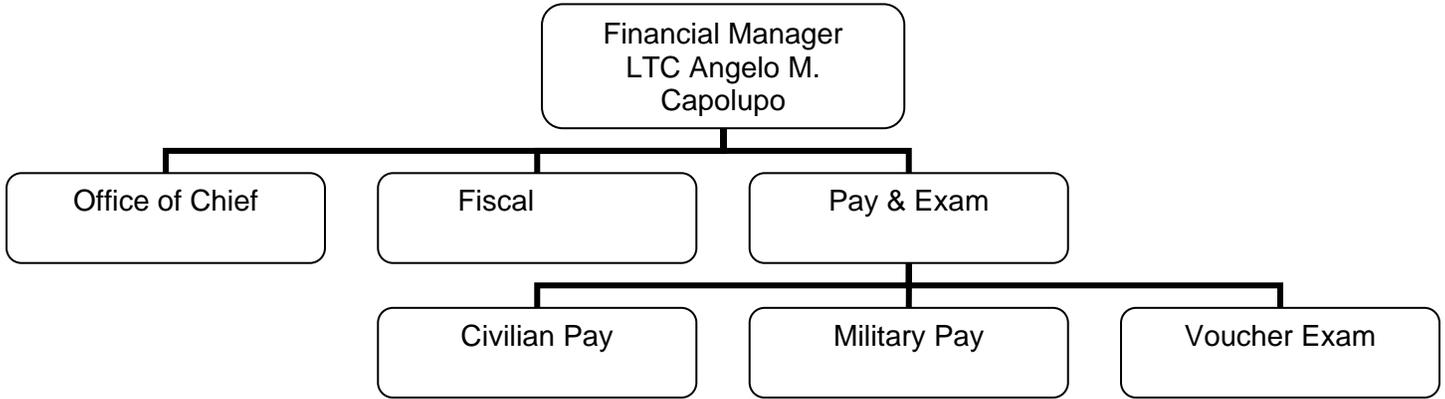
TRANSPORTATION

MISSION: The Transportation Branch is responsible for the planning, coordinating and controlling commercial movements of equipment, supplies, and personnel. Functions include travel services, such as preparation and issuance of tickets (air, bus, and rail) for official government travels. This office prepares Government Bills of Lading for all outgoing shipments and certain purchased incoming shipments of material for the NJARNG across the State. Specific and detailed instructions for user procedures for each area of operation are contained in the USPFO-SSD-T SOP.

1. Reference: DOD 4500.9R
2. Suspense Dates:
 - a. Commercial Buses:
 - (1) Annual Training – 45 days in advance to POTO and USPFO-SSD-T
 - (2) Inactive Duty Training – 45 days in advance to POTO and USPFO-SSD-T
 - b. Passenger Travel
 - (1) Individual – **ASAP (do not wait for orders)**
 - (2) Group (21 persons or more) – 45 days in advance of training dates.
 - c. Freight Shipments:
 - (1) Routine – As soon as the requirement is known.

Supv Traffic Mgmt Spec.....	609-562-0230
Reservations and Ticket Information.....	609-562-0265

RESOURCE MANAGEMENT DIVISION



The Resource Management Division, headed by the Financial Manager (Comptroller) directs and coordinates budget management, finance and accounting services, and military and civilian payroll processing. The division provides staff coordination, administration and technical guidance for activities relating to the operating programs and budget execution. They also provide professional financial management advice and assistance as required. The Resource Management Division consists of the Budget Branch, Fiscal Accounting Branch, and the Pay and Examination Branch (Military and Technician Payrolls and Accounts Payable). The Resource Management Division uses the Army Bulletins to disseminate related pay and finance information to inform customers of changes to regulations, new policies or changes that affect how they do business. Our Army Bulletins are also used to highlight common errors with corrective actions necessary to improve customer service. Army Bulletins are maintained on the department's automation system at ngnj-34256-nas/public/PayFax or at http://www.state.nj.us/military/publications/bulletins/Army_Bulletins/index.html. The Resource Management Division manages the individual government travel card program for the NJARNG and serves as the Agency Point of Contact (APC).

Financial Manager (Comptroller).....	609-562-0212
Deputy Financial Manager/Budget Officer	609-562-0231
Staff Accountant	609-562-0248

BUDGET

References:

- a. DFAS Reg 37-1
- b. State Operating Budget (SOB) Guidance
- c. DFAS 37-100-XX-PAME

Suspense Dates:

- a. Annual State Operating Budget – May – Annually**
- b. Midyear review State Operating Budget –April – Annually**
- c. Obligation Plan submitted NLT Aug annually**
- d. Revised Obligation Plan submitted NLT Oct annually**

MISSIONS: Responsible for planning, coordinating, and preparing operating budget for the NJARNG under the direction of the Comptroller and USPFO. Assists in the planning, development, and execution functions by providing methods, procedures, formats and techniques to decentralize fund control managers. Provide guidance and coordinates with budget managers in the development of budget estimates, schedules and narrative justifications. Responsible for validating budget requirements and monitoring effectiveness of use of funded resources. Provides technical and financial advice to the Comptroller, USPFO, and the Adjutant General. Furnishes assistance to all operating managers in matters relating to budget, funded programs and the propriety of fund citations. Administers receipt of and issues fund authorizations to operating managers.

FISCAL ACCOUNTING BRANCH

References:

- a. DFAS-IN Reg 37-1
- b. DFAS IN Manual 37-100-XX (XX=current fiscal year)

MISSIONS: Responsible for recording of obligations, maintenance of accounting records, reconciliation of accounts and reporting of fiscal transactions which provide the status of funds at all times. Assists in providing advice and data for preparation of estimates, plans and programs concerning financial operations. Responsible for obligation of funds, processing of transportation billings and transactions for others, reconcile unliquidated accounts, corrects daily edits, prepares collections and disbursement vouchers, processes inter-fund documents and perform other duties as required to ensure compliance with directives and regulations. Directs the analysis of accounting documents and the daily maintenance of general, subsidiary and memorandum ledgers using the Automated Funds Control and Obligation System (AFCOS) and the Standard Finance System (STANFINS). Verifies availability of funds for

obligations and determines the propriety of fund citations. Prepares adjustment documents as required.

Fiscal Accounting Branch

Accounting Officer 609-562-0232

MILITARY PAY SECTION:

References:

- a. DoD FMR 7000.14-R
- b. AR 37-104-4
- c. NGR (AR) 680-1
- d. ADSM Book 1
- e. ADSM Book 111
- f. ARNG Unit Level Finance Procedures Manual
- g. All current PAY FAX(s) applicable to the section

Suspense Dates:

- a. DA Forms 1379 submitted 5 working days after last IDT period of the month.
- b. Pay documents submitted on a daily basis.
- c. AT 10 day listing submitted prior to departure to AT.
- d. All changes to the 10 day listing phoned into Pay Section by 1200 HRS, first Tuesday of AT (commercial **609-562-0244**)
- e. Documentation for all changes faxed to USPFO-NJ on the same day (**FAX # 609-562-0249**)

MISSIONS: Process military pay and allowances to Army National guard soldiers. Perform close coordination with Military Personnel Officer and support Personnel Management Officer to ensure that individual military accounts are established and contain current data. Establishes positive document control, edits and determines the propriety of all pay transactions for soldiers within the NJARNG using the automated AFCOS/JUSTIS Standard Terminal Input System. Reconciles Joint Universal Military Pay System-Reserve Component Master Pay Files maintained at State level with that maintained by Defense Finance and Accounting Service-Indianapolis Center. Maintains substantiating documents files for pay unique items and related personnel transactions. Prepares annual training, active duty special work, additional training and medical payment vouchers.

Military Pay Section

Mil Pay Technician 609-562-0243/0383
Voucher Examiner(Travel) 609-562-0241/0235
Voucher Examiner (Commercial) 609-562-0240/0266

CUSTOMER SERVICE REPRESENTATIVE (TECHNICIAN PAY)

1. References:

- a. DoD 7000.14-R, Vol. 8
- b. NGB, DCPS Customer Service Rep & Timekeeper Handbook
- c. All current Army Bulletins/ PAY FAX(s) applicable to the section

2. Suspense Dates:

- a. **Signature Cards submitted annually or when a Primary or Alternate Certifying Officer changes.**
- b. T&A forms submitted by 1200 hrs, first working day after the close of the pay period.

MISSIONS: Technician Pay is a service operation. Timekeeper's will annotate the Time and Attendance Reports (T&A) and forward them to the CSR for on-line entry into the Defense Civilian Pay System (DCPS). DCPS has an automated interface with the Defense Civilian Personnel Data System (DCPDS); DOD's standardized personnel system. The interface transfers personnel information such as employee name, social security number, grade and step, and salary to DCPS. The CSR is responsible for certifying receipt of T&A related source documents (i.e., military orders, court leave certifications, and law enforcement certifications). CSR retains individual pay and leave records and advises timekeepers on proper T&A procedures.

Technician Pay Section

Civilian Pay Technician 609-562-0247

VOUCHER EXAM SECTION

1. References:

- a. DFAS-IN Reg 37-1
- b. JFTR and JTR
- c. All current Army Bulletins/PAY FAX(s) applicable to the section

2. Suspense Dates:

- a. **Commercial Accounts: Receiving reports (DD Form 1155) submitted 5 working days after receipt of goods or services.**
- b. **Travel Claims: DD Forms 1351-2 submitted 5 working days after completion of TDY or PCS.**

VOUCHER EXAMINATION – TRAVEL: MISSIONS: Responsible for examining, computing and certifying travel vouchers. Uses the Integrated Army Travel System (IATS) to record, compute entitlements and produce travel vouchers. Initiates appropriate action on delinquent advances and indebtedness resulting from settlement vouchers. For travel card holders, provides split disbursement option to pay account to the vendor.

VOUCHER EXAMINATION –COMMERCIAL ACCOUNTS: MISSIONS: Audits commercial accounts documentation, prepares payment vouchers based upon orders, invoices and receiving/acceptance reports using mechanized Computerized Accounts Payable System (CAPS). Examines documentation for completeness and accuracy; establishes suspense files for the timely processing of invoice payment and supporting documentation.

Responsible for determining type of payment to be made, computing amounts due, discounts and interest penalties in sufficient time to permit disbursing to issue payment on the correct payment date. Performs comprehensive review for gasoline credit payment date. Performs comprehensive review for gasoline credit card purchases and transportation account and IMPAC card payments. Ensures compliance with the provisions of the Prompt Payment Act as it pertains to vendor payments, interest and penalties. Maintains audit files for transactions processed and ensures that stoppages and setoffs against contractors are made when required.

Pay and Voucher Exam Branch

Supervisory Financial Tech..... 609-562-0244
Lead Mil Pay Tech609-562-0246

BANK OF AMERICA INDIVIDUAL GOVERNMENT TRAVEL CARD:

1. References:

- a. DOD FMR Volume 9 Chapter 3, dtd Mar 05
- b. TAG POLICY LETTER 99-3
- c. All current ARMY BULLIETINS /PAY FAX(s) applicable (maintained at ngnj-34256-nas/public/uspfo-nj and at <http://www.state.nj.us.military/uspfo/rmd/pubs.html>)
- d. Army Bulletins at <http://www.state.nj.us/military/publications/index.html>

2. Suspense Dates:

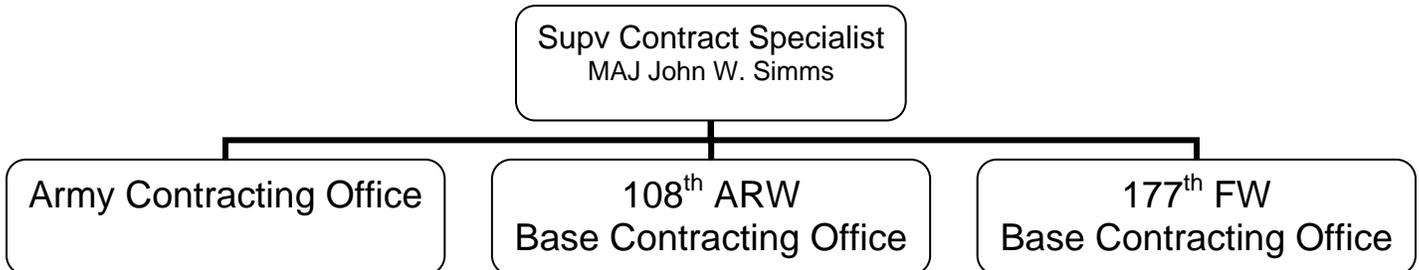
- a. Submission of applications should be submitted no later than three (3) weeks before official travel.
- b. Split disbursement should be used when filing your travel voucher five (5) days after the end of official travel.

GOVERNMENT TRAVEL CARD: The Bank of America travel card may only be used for official temporary duty travel and authorized official temporary duty travel related expenses while away from the home station. The APC is responsible to monitor accounts and report any delinquencies or abuses of the card to the Chief of Staff’s office for appropriate action.

Government Travel Card Services

Agency Program Coordinator 609-562-0234/ 0231/ 0242
Fax Travel Card Application 609-562-0249

PURCHASING & CONTRACTING DIVISION



Reference: Federal Acquisition Regulation (FAR) and Supplements

Suspense dates: See USPFO Supply & Service Division and below Advance Acquisition Planning Information.

MISSIONS: The Purchasing & Contracting Division procures a wide variety of supplies and services, as well as contracts for military construction and architect-engineer projects. The P&C Division is has responsibility to support both the New Jersey Army and Air National Guard.

SIMPLIFIED ACQUISITIONS: Acquisitions estimated between \$2,500 and \$100,000 is considered to be small purchases. All procurements estimated all under \$2500 are considered “micro purchases” and must be procured using the Government Purchase Card (GPC). Acquisitions estimated greater than at \$10,000 require an advance acquisition plan, containing a product description, statement of work, government estimate and funding document. All purchase requisitions require a DD 1348-8 (for supplies) or a DA3953 (for services). All procurement requisitions require a complete product or service description, if applicable, a statement of work, a proper funding document. Product descriptions should be written describing the essential characteristics of a product or service. If a customer feels that the product or service is sole source procurement and only one specific brand or product will satisfy the requirement, please prepare a written justification and contact the Contracting Officer for further instruction.

The following timeframes have been established in conjunction with the National Guard Bureau and the Federal Acquisition Regulation:

Requirement	<u>\$2,500-\$25,000</u>	<u>\$25,000-\$100,000</u>	<u>\$100,000+</u>
Supplies	30	60	120
Service	45	90	180
Construction	60	120	180
Architect-Engineer	60	120	180

Support activities are strongly encouraged to submit their requirements early so that mandatory advertisement and solicitation distribution can be met. We also strongly encourage our customer to visit or call us for assistance and guidance. Early involvement and planning is a critical component to overall customer satisfaction and mission accomplishment.

Please contact the following for specific assistance:

Contracting Officer(609) 562-0221/0222
 Contract Specialist (Government Purchase Card).... (609) 562-0225

THE CONTRACT BRANCH: The Contract Branch handles all acquisition actions costing in excess of \$100,000. Historically, this has primarily included architect-engineering and construction contracts. But most recently, we have contracted Job Order contracts for ANG base engineering offices, base master plan studies and studies involving workflow design, configuration and implementation of information processing systems. The majority of the work in the Contracting Branch involves responding to the needs of the different Air National Guard base engineering offices.

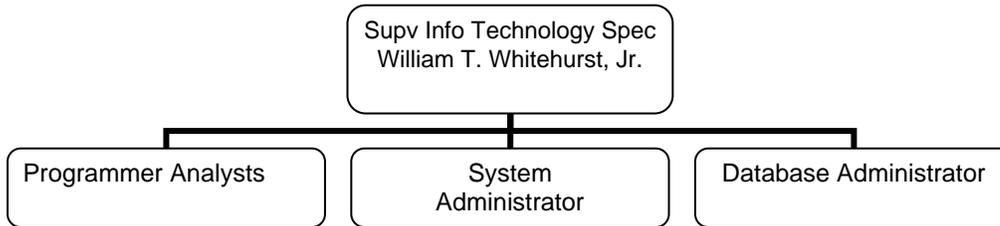
The USPFO Purchasing & Contracting Section strongly encourages your visits and telephone calls for guidance or assistance. Your early involvement in the acquisition process is crucial to customer satisfaction and mission accomplishment. Please contact the following:

Contracting Officer ----- (609) 562-0221/0222
 Government Purchase Card Administrator----- (609) 562-0225
 Small Purchases/Information Technology----- (609) 562-0226

CUSTOMER SERVICE REPRESENTATIVES:

Simplified Acquisition (above \$2,500 to \$100,000) Ms. Kathy Hines 609-562-0226
 E-mail address kathy.m.hines@us.army.mil FAX: 609-562-0229
 For acquisition actions exceeding \$100,000 CPT Jose Maldonado 609-562-0227
 E-mail address Jose.Maldonado@us.army.mil FAX: 609-562-0229
 Division Chief MAJ John Simms 609-562-0221
 E-mail address John.Simms@us.army.mil

DATA PROCESSING DIVISION



1. References:

- a. AR 25-1
- b. AR 25-2
- c. AR 380-5
- d. AR 380-53
- e. AR 530-1

2. Suspense Dates: There are no suspense dates for administrative submission to this division. However, cutoff dates for data input have been coordinated with functional users, where applicable. Functional users should submit any questions concerning cutoff dates to the Supervisory Information Technology Specialist.

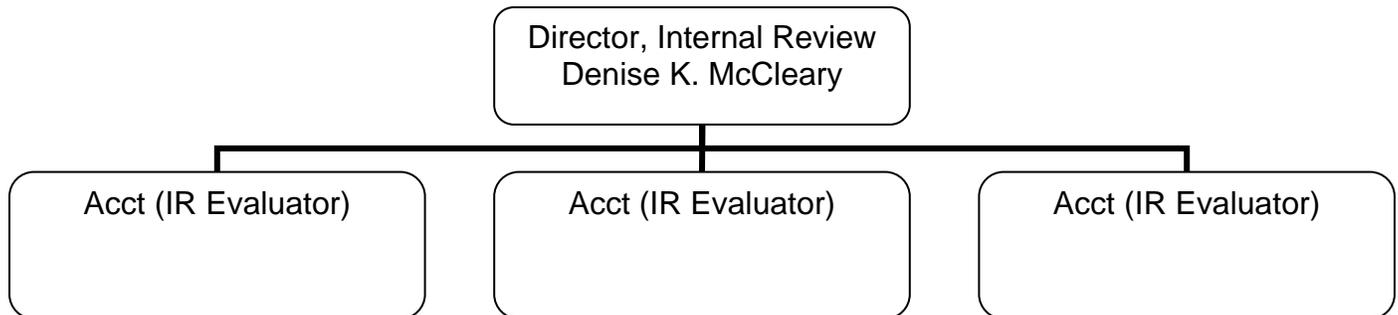
MISSIONS: The USPFO Data Processing Center (DPC) is a *service* directed organization that maintains *common core databases*, the *Federal Database of Record*, and provides timely, reliable, secure automated data processing services in direct support of the United States Property and Fiscal Officer's Federal Statutory Responsibilities of property and financial accountability. Additionally, the USPFO Data Processing Center, utilizing system administration, database administration, and program analysis, provides automation support to the TAG and the entire NJARNG.

DATA PROCESSING DIVISION

Supervisory Information Technology Specialist ----- 609-530-6789

Data Processing Center----- 609-530-6790

INTERNAL REVIEW DIVISION



MISSIONS: The Internal Review Division conducts comprehensive state-wide reviews of activities, organizations, programs, procedures, and systems providing an independent evaluation for The Adjutant General, the United States Property and Fiscal Officer, Commanders, and units of the Army and Air National Guard.

SERVICES OFFERED: The Internal Review Division provides the New Jersey Army and Air National Guard units with the following auditing services.

- *Full Scope Reviews
- *Limited Scope Reviews
- *Quick Response Reviews
- *Compliance Reviews
- *Liaison Services
- *Follow-up Reviews
- *Consulting Services
- *Facilitation Services

REPORTS: After each Review is completed, Internal Review issues a draft report. All Internal Review draft and follow-up reports are addressed to USPFO-NJ, who forwards, by endorsement, through command channels, to the appropriate Activity Manager. Once a draft report is issued, appropriate action should be taken based on the findings and recommendations identified. Additionally, Commanders and Managers are directed to reply by endorsement within 15 days of date the draft report is issued. Internal Review includes management comments, milestone dates, and corrective action in the final report; and makes distribution of the report to the manager. Information copies are provided to other managers and commanders, when applicable. The TAG is provided with copies of all final reports. Follow-up reviews are conducted generally within 120 days verifying corrective action was completed. Final reports and follow-up engagements are reported to NGB-IR on a semiannual basis.

COMMAND RESPONSIBILITIES: Commanders and Managers will ensure that Internal Review Division evaluators, during the course of the review, are granted access to personnel, facilities, records, or other related material, consistent with the review plan. They will reply to the review and take appropriate action to correct identified deficiencies as directed by the TAG.

STAFF RELATIONSHIPS: The Internal Review Division reports directly to the TAG through the United States Property and Fiscal Officer. The Internal Review Division personnel have neither responsibility for, nor authority over, activities reviewed. When conducting reviews, evaluators have the authority to solicit information that may cross over organizational lines in an effort to evaluate the effect deficiencies have on other various organizational activities. Internal Review evaluators cannot be assigned additional duties, which would cause, or give the appearance of causing, an impairment to organizational or personal independence. Examples are serving as a Report of Survey Investigative Officer, keying payroll, or processing travel vouchers.

LIAISON FUNCTION: The Internal Review Division acts as the New Jersey National Guard's Audit Focal Point. External audit agencies such as Army Audit Agency (AAA), Air Force Audit Agency (AFAA), or Government Audit Agency (GAO), must provide prior notification to Internal Review, unless it involves a surprise element. IR provides the appropriate information to TAG, USPFO, and other senior managers.

REQUESTING REVIEW SERVICES: Requests may be submitted to USPFO-IR, 3601 Technology Drive, Fort Dix, NJ 08640-7600. Please use USPFO-NJ Form 2-14, Requests for Review Services. This form is available at IR's web site www.state.nj.us/military/USPFO/IR.html. Annually, Internal Review solicits recommendations for review requests from NJNG's Activity Managers and Commanders. From these recommendations, a review program is developed and published. Managers and Commanders may request review services at anytime during the year.

REFERENCE: AR 11-7, NJARNG Regulation 11-7, Army Programs (Army), Internal Review – NJANG Regulation 175-01, Auditing (Air), Internal Review, 6 Nov 96.

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