

Effective 2 March 1998

Fiscal Administration  
Accounting and Finance

Administration and Approval of Agreements or Contracts  
Affecting the Military Department

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FOR THE GOVERNOR:

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**History.** This regulation supersedes California Army National Guard Regulation (CAARNGR) 37-2/ California Air National Guard Regulation (CAANGR) 177-2 dated 10 March 1994.

**Summary.** This regulation provides policies and procedures for administration and approval of agreements or contracts affecting the Military Department.

**Applicability.** This regulation applies to all elements of the California National Guard (CNG).

**Interim changes.** Interim changes in this regulation are not official unless they are authenticated by the State Comptroller.

**Suggested improvements.** The proponent of this regulation is the State Comptroller. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms), directly to Office of the Adjutant General CAARNG, 9800 Goethe Road, Sacramento, CA 95827, ATTN: CAST.

**Distribution.** Distribution of this regulation is Army - A, Air - F

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## 1. Purpose

This regulation sets forth basic policy and guidance for the approval of agreements, contracts, and memorandums of understanding and other documents which result in the Military Department providing or receiving resources.

## 2. Scope

In order to carry out the Military Department's responsibilities as a state entity, it is necessary to consummate agreements, contracts and/or licenses with agencies of the Federal and State governments, individuals, corporations and other organizations not resourced from Military Department state General Fund resources. Types of documents are:

- a. Agreements relating to environmental activities, telecommunications, federal youth programs, and the security, operation and maintenance of ARNG training sites, Air National Guard Bases, Stations, and Radio Relay Sites, and Weekend Training Sites(WETS), Organization Maintenance Shops(OMS), Combined Support Maintenance Shops(CSMS), and Army Aviation Support Facilities(AASF).
- b. Agreements between the State and Federal governments for various purposes.
- c. State Interagency Agreements (IA), wherein the Military Department agrees to provide or receive specific services from other State agencies.
- d. State Contracts for the procurement of supplies, materials, equipment and/or services.
- e. Memorandums of Agreement (MOA) or Memorandums of Understanding (MOU), wherein the Military Department agrees to provide specific services or other resources to other organizations, or receive services or resources from them.

## 3. Responsibilities

Section 1208 of the State Administrative Manual provides that authority to sign contracts, state interagency agreements, exemption certification and contract transmittal is limited to those officers who have either statutory authority or have been duly authorized in writing by the Agency Head and whose names and position titles are on file with the Legal Office, Department of General Services. Also, there are other provisions of the State Administrative Manual that have application to the several types of agreements/contracts identified above. All documents that will result in the commitment of the Military Department to provide or receive a service will be reviewed by the appropriate Military Department staffing proponent and the State Comptroller Office, and signed by the Adjutant General or other officer

duly authorized as provided for by the State Administrative Manual.

## 4. Procedure

Documents of the types identified in Paragraph 2 above, and any other type that comes within the intent of this regulation, will be forwarded to this Headquarters, ATTN: State Comptroller (CAST). The Comptroller will effect necessary staff coordination and will process the document in accordance with Military Department policy and the State Administrative Manual. Exceptions to the foregoing will not be approved.