

# State Human Resources Policy #E24-100.08

## Use of Cooperative Agreement Equipment

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

### **DEFINITIONS**

Agency – The South Carolina Military Department/Office of the Adjutant General.

### **POLICY**

1. Equipment funded, purchased or leased for the purpose of supporting Cooperative Agreement operations and mission may only be used in support of their specific Cooperative Agreement.
2. Only Agency employees who are employed as a part of a Cooperative Agreement may utilize/operate the Cooperative Agreement's equipment.
3. Agency employees may only use Cooperative Agreement funded equipment for conducting official business.
4. Cooperative Agreement funded equipment cannot be used in support of State Active Duty (SAD)/Defense Support to Civilian Authorities (DSCA) missions.
5. Agency or State employees who are members of the National Guard or Reserve and are on Individual Duty Training (IDT) or Annual Training (AT) status may not operate or utilize Cooperative Agreement funded equipment.
6. Service Members who are on Active Duty Operational Support (ADOS) in support of Cooperative Agreement operations may operate or utilize Cooperative Agreement funded equipment as long as the equipment is being used to support the Cooperative Agreement to which it belongs.
7. Cooperative Agreement Program Managers may allow use of their equipment by other Cooperative Agreement Programs providing:
  - The use of the equipment is to meet an infrequent, occasional or short-term need;
  - The reimbursement for any costs or repairs/replacements are allowable costs by the Cooperative Agreement for the using Appendix;
  - The use is approved by the respective Program Managers;
  - The USPFO and Grants Officer Representative (GOR) are informed of the agreement and the USPFO concurs with the agreement;
  - Any use, costs and/or repairs are tracked and recorded, with retention of those records by the owing Program; and
  - Requests for reimbursement between Appendices (with all supporting documentation) are provided on a monthly basis to the Cooperative Agreements Grants Management Section.