

Subj: UNIT RECREATION FUNDS

Ref: (a) NAVSTAPEARLINST 5370.3

Encl: (1) BUPERSINST 1710.11C CH-1, Section 406, dtd 3 March 2003
(2) Sample Letter to Validate On-Board Counts
(3) Sample Designation of Command authorized Personnel letter
(4) Sample Purchase Order Request Form/Fillable Purchase Order Request Form
(5) BUPERSINST 1710.11C CH-1, Section 416 and 417, dtd 3 March 2003
(Appropriate use of MWR funds)
(6) BUPERSINST 1710.11C CH-1, Section 420, dtd 3 March 2003 (Prohibited use of Nonappropriated MWR Funds)

Eligibility. Participating Units, as described in enclosure (1), are authorized Unit Recreation Fund Support.

Purpose and Use. Unit Recreation Funds are intended primarily to provide commanding officers and OIC's of member units of the MWR Fund with a source of nonappropriated funds (NAF) to be used to enhance unit identity and promote retention. Authorized uses are described in enclosure (1).

Allocations. The annual unit recreation fund allocation is calculated at a standard rate of \$10.00 per assigned military member per year. Enclosure (2) is required of the requesting command/unit to validate number of assigned personnel. Enclosure (1) provides additional information on eligible personnel. Funds can be requested quarterly and may accumulate throughout the fiscal year, but unexpended balances on 30 September will not be carried forward to a new fiscal year. On occasions when the participating unit wants to use the majority of their annual allocation early in the fiscal year (e.g. Christmas Party), MWR may advance allocations for subsequent quarters.

Requisitions and Expenditures. A Designation of Authorized Personnel letter must be on file in the F&FR Accounting Office for requisitions to be processed. A sample designation letter is provided as enclosure (3). A F&FR NAF Purchase Order is the preferred method of obligating MWR funds. A purchase Order Request Form is provided as enclosure (4). When a purchase order is impractical, petty cash funds or a check may be issued to the commanding officer, OIC or their designated representative. Allow 5-7 working days to process requests. In all cases, vendor receipts are required as official records related to expenditure of funds. When petty cash is used or a check is issued, the receiving commanding officer or OIC must ensure expenditures are made in accordance with enclosures (5) and (6).

Supplements to Unit Recreation Funds. Subject to concurrence of the installation Commanding Officer, commanding officers/OIC of tenant activities may conduct occasional bake sales, etc. to generate funds to supplement unit recreation funds. Reference (a) provides NAVSTA Pearl Harbor fundraising guidance. These funds will be accounted for separately and may be carried forward to new fiscal years. Additional information is provided in enclosure (1)

F&FR/MWR Point of Contact. The F&FR Accounting Office is responsible for maintaining Unit Recreation Funds and processing all requests. The office is located at 600 Main Street, Bldg 3456, Honolulu (next to Assets School and Nimitz Elementary School) Refer questions to Ms. Susan Partain, NAF Financial Manager at 474-0774, Zeny Ramos at 471-0924, or Alanna Lau at 471-9948.



T. A. Jones
Service Center Manager
Fleet & Family Readiness
Navy Region Hawaii

c. Navy organizations tenanted on installations of other Services will not establish separate MWR funds.

406. Participating Units. A unit is considered to be participating in an MWR fund when it is officially located or tenanted in the jurisdiction of a host installation. Ships, with or without ship's stores, homeported or attached to an installation are not entitled to be participating units of the local MWR fund ashore. Ships undergoing a major overhaul exceeding a period of 30 days at a base or station that is not their homeport are entitled to be participating units of the local MWR fund ashore. (See section 423a(2) for information concerning MWR NAF financial assistance available from the NAVPERSCOM MWR Central Fund for ships without a ship's store.)

a. Commanding officers operating MWR funds under RAMCAS are to make funds (i.e., unit recreation funds) available to tenant commanders for use in financing special expenditures in support of participating members/units of their MWR fund. Unit recreation funds are intended primarily to provide commanding officers and OICs of member units of the MWR fund with a source of NAF to be used to enhance unit identity and promote retention. These funds should not be used solely for parties and picnics. Further, funds may be used to purchase emblematic, recognition and reception related items for advancement, award and reenlistment ceremonies. The purchase of alcoholic beverages with unit recreation funds is authorized but discouraged.

b. A command's annual unit recreation fund allocation is calculated at a standard rate of \$10 per assigned military member per year. Only those active duty military personnel who have been assigned or attached to a command for 30 days or more will be eligible for credit and support. Mobile Units are eligible for such support only for the period in which they are participating members of the MWR fund. Expenditures by participating units should be recreational in nature and in accordance with sections 406g, 416 and 420. Commanding officers or officers in charge (OIC) of tenant commands should request funds in writing to the MWR director, along with a listing of all assigned military members. Funds can be requested quarterly.

c. Participating commanding officers/OICs of units should use the food and beverage and recreation services activities of the host command's MWR program to the maximum extent practicable.

d. The commitment of funds by commanding officers/OICs in charge of participating units occurs after they have requested authority to obligate the funds from the commanding officer, or designated representative, of the MWR fund and are issued a purchase order. When a purchase order is impractical, petty cash funds or a check may be issued to the participating unit's commanding officer or OIC. In such cases, vendors' receipts covering such expenditures will be given to the MWR director for retention as official records related to the expenditure of such funds. Any unexpended balance will be returned to the account for that particular organization. When petty cash is used or a check is issued the receiving commanding officer or OIC must assure expenditures are made according to reference (i).

e. Unexpended balances of unit recreation funds will not be carried over to succeeding fiscal years, except for the funds generated as authorized in section 406g. Funds accrued by a participating unit, including any funds generated pursuant to section 406g, will not be transferred to any other MWR fund in the event the unit is relocated or disestablished.

f. A member unit of an MWR fund will not maintain a separate bank account, MWR fund, or MWR property account.

g. Subject to the concurrence of the host installation commanding officer, commanding officers/OICs of tenant activities may conduct occasional (not daily or weekly) hot dog sales, chili cook-offs, etc., to generate funds to supplement unit recreation funds. These occasional activities must be conducted during meal periods only at the work office and the additional funds generated must be deposited in the base MWR Fund for credit to the generating unit.

407. Local MWR Fund Financial Management. The purpose of the local MWR Fund is to support local food, beverage, entertainment, recreation and sports, and child care programs and facilities by providing a fiscal entity with which the MWR program accounts for and controls its NAF financial resources.

Command Letterhead

Date

From: Commanding Officer, (your command name and UIC)
To: Quality of Life Support Office, COMNAVREG Hawaii (Code N7A)

Subj: UNIT RECREATION FUNDS

Ref: BUPERSINST 1710.11C

1. In accordance with reference (a), the average on board count for the quarter of xxxx thru xxxx for (command name and UIC) is as follows:

Enlisted:	xxxx
<u>Officers:</u>	<u>xxxx</u>
Total:	xxxx

Signed by
Officer in charge/Commanding Officer

SAMPLE

Enclosure (2)

416. Appropriate Use of MWR Funds. Nonappropriated MWR funds will be expended on official MWR programs and facilities on an equitable basis. The intent of such expenditures is to maintain a balanced, adequate MWR program.

a. Emphasis should be placed on MWR programs, which benefit the greatest number of eligible patrons. A wide range of activities may be applicable if the interest indicates that patronage would be forthcoming.

b. Support for special interest groups should be carefully monitored.

c. Use of NAFs for employee recognition may be authorized in accordance with the policy contained in reference (n).

417. Ombudsmen Expense Reimbursement. Reference (o) provides policy and procedures, including APF support authorization, for implementation of the Navy Family Ombudsman Program and Command Family Ombudsman Programs. APF or locally generated NAF and/or unit allocations may be used to reimburse expenses for ombudsmen. NAF support may occur under the following conditions:

a. Reimbursement is authorized only when the ombudsmen volunteer is working in an approved volunteer capacity.

b. Reimbursement must be budgeted for, available on an equitable basis for all ombudsmen, and approved by the commanding officer.

c. Ombudsmen must submit expense receipts for reimbursement to the commanding officer or designated representative.

d. Specific expenses that may be reimbursed are as follows:

(1) Child Care. Reimbursement is not to exceed the local rate of the Navy child development center or child development home provider. Reimbursement of childcare expenses for ombudsmen does not change established child development program usage priorities.

(c) Ensure that the 4th quarter billing information is provided in a timely fashion in accordance with the MOA.

420. Prohibited Use of Nonappropriated MWR Funds. The use of MWR funds are authorized only for those purposes related to the official MWR program. Specifically, MWR NAF funds will not be used for non-MWR activities, facilities, or equipment or for groups not directly related to or sponsored by the MWR program. MWR NAF funds may not be expended for the following:

a. For payment to military personnel for services rendered as an individual or as a member of a team, including OIC and members of their staffs, participating in authorized MWR events.

b. For payment to officers for work performed on MWR matters. Consistent with the requirements of the Dual Compensation Act commissioned or warrant officers may not receive compensation from the MWR fund. (This does not preclude the payment to officers for officiating services or lessons provided per references (i) and (n).) As an exception to the intent of this restriction, the FY-86 DOD Authorization Act requires that a \$2.00 surcharge be imposed each time a transaction is completed on the cash register in a veterinary clinic. The surcharge is intended to recoup all APF fund costs (i.e., salaries of military or civil service veterinarians and veterinary supplies) providing care to privately owned animals. The revenues collected from the surcharge are to be paid to the U.S. Treasury by the MWR Fund.

c. For payment of cost for military personnel serving in their military duties.

d. Travel costs associated with military member participation in international and national sports competition.

e. Any utility or rent cost for any CONUS Category A and/or B activity.

f. Any utilities cost or lease for any OCONUS Category A, B or C activity.

g. Any architectural and engineering services for any APF construction project.

h. Any construction, improvement, refurbishment, etc., of any Category A facility except when funded through use of the USA Practice.

i. For payment to enlisted personnel for work performed on MWR matters unless the following conditions are met:

(1) The work is in addition to their regular assignment and is performed during off-duty hours.

(2) MWR employment, by reason of hours or nature of the work, does not interfere with the proper and efficient performance of their military duties.

j. For payment to DOD civilians for work performed on MWR matters if they already hold a full-time job at another appropriated or nonappropriated fund activity, except those persons already holding the two positions on 1 December 1964. [This does not preclude the payment to civilians of fees for officiating services or lessons provided per reference (n).]

k. For payment to DOD civilians for sports officiating or lesson services if they are employed full-time at the NAF instrumentality in which the sports officiating is performed or lesson services offered.

l. For any expense associated with command receptions or for expenses of similar functions incident to the official activation, deactivation or realignment of a command.

m. To construct, alter or renovate any facility or for procurement of any item of equipment not used primarily as an integral part of the MWR Program.

n. To defray operating expenses of dependent schools, or to pay tuition or fees incident thereto except as provided for in reference (n) for MWR NAF employees.

o. For support of aero or sky diving clubs.

p. To defray general and administrative expenses (e.g., salaries, equipment, supplies, travel, etc.) associated with support of Navy general libraries (local NAF fund support of

libraries is limited to the procurement of library materials, print and non-print).

q. To subsidize recycling programs, a non-MWR mission related program.

r. To defray or subsidize any operational, personnel, or maintenance expenses for any non-MWR Program, e.g., station maintenance/custodial contracts, station dining hall, Fleet and Family Service Center, etc.

s. For support of religious programs.

t. For payment of instructors, tuition or purchase of books for off-duty, military education programs.

u. For recognition awards, incentive awards, rating badges, wing insignias, and similar items not related to the MWR program, except as addressed in reference (n). However, unit allocation funds, including funds generated under fund raising activities authorized under section 406g, may be authorized for purchasing emblematic, recognition, and reception related items for advancement, award or reenlistment ceremonies. (See section 406 for unit fund policy provisions.) For ships and other decentralized activities where the unit allocation provision does not apply, MWR funds may be expended as described herein and in section 406a.

v. For support of activities and programs that are unrelated to MWR purposes, (e.g., expenditures for such items as "crash kits," "welcome aboard" gifts, "farewell" gifts, "retirement" gifts, donations to Wives' Clubs, purchase of flowers, etc., and like functions are not permitted).

w. For support of functions which are held primarily to accomplish public affairs or public relations objectives. Such functions include, but are not limited to ship or command commissioning/decommissioning receptions/parties, air shows, or other similar open house events, beyond MWR's specific recreation or social involvement in open house events.