



DEPARTMENT OF THE ARMY
DIRECTORATE OF FAMILY AND MORALE, WELFARE AND
RECREATION T39 INDIANA AVENUE, SUITE 144
FORT CAMPBELL KY 42223-3567

AMIM-CBW-N (525p1)

26 June 2025

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Fort Campbell Family and Morale, Welfare and Recreation (MWR) Unit Funds Standard Operating Procedure (SOP)

1. **PURPOSE:** To establish guidance regarding FMWR Unit Funds.

2. **REFERENCES:**

a. Army Regulation (AR) 215-1 (Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities), 24 September 2010, Chapter 5 Funding, Section III Authorized and Prohibited Uses of Nonappropriated Funds, Chapter 6 Unit Funds, and Chapter 8 Military Morale, Welfare and Recreation Programs, Section II Descriptions, Section 8-29 Unit-level programs

b. Department of Defense (DoD) 7000.14-R (Financial Management Regulation, Volume 14: "Administrative Control of Funds and Antideficiency Act Violations," Under Secretary of Defense (Comptroller)), May 2023

c. Letter of Instruction Army Level Requirements (ALR) Morale, Welfare, And Recreation Unit Fund Support to Army Units in Deployment Status Overseas and Activated Reserve Component Units in Support of Homeland Security, 16 April 2004

3. **GENERAL GUIDELINES:**

a. A Unit Fund is a Nonappropriated Fund (NAF) activity of the Installation Morale Welfare Recreation Fund (IMWRF) established to provide monetary support and enable Unit Commanders to supplement available Appropriated Funds (APF), in providing morale support to Unit Military personnel.

b. Authorized uses - Unit Funds must be used for the collective benefit of all assigned Servicemembers for off-duty recreational purposes. All Unit Servicemembers must have the opportunity to participate in these activities, and activities must relate to the Morale, Welfare and Recreation of the Unit members. AR 215-1, Chapter 5, 5-13, lists the authorized uses of Unit Funds applicable to the above criteria.

c. Unauthorized uses – Unit Funds will not be used to pay costs in acquiring items or services authorized to be paid by appropriated funds when appropriated funds are

available. AR 215-1, Chapter 5, Section 5-14, lists the prohibited uses of Unit Funds applicable to the above criteria.

d. Allocations of all Unit Funds are based on a ceiling determined by the Director, DFMWR, and approved by the Garrison Commander.

e. Unit Funds are distributed and expended annually, based on requirements. Any unexpended Local balances will return to the IMWRF at the end of each fiscal year (30 September).

f. Unit Funds may be established, managed, and administered at the Unit level for:

(1) Local Army Units located on the Installation.

(2) Deployed Units (Overseas). ALR support is limited to Units deployed overseas, and as such, are unable to participate in the FMWR activities of a Garrison. Eligibility for deploying Units start on the date of departure from the Continental United States (CONUS) Garrison and ends on the date of redeployment.

(3) Isolated Active Army Units (Units located outside a 12-mile radius of a Department of Defense (DoD) Army Installation.

(4) National Guard (NG) Units or personnel on Annual Training (AT), to include Reserve Component (RC) Units when activated 30 or more days, and Full-Time Support (FTS) RC personnel.

4. FUNDING:

a. Local Units: Unit Funds are allocated based upon authorized troop-strength (AAA-162: Unit Personnel Accountability Report, Modified Table of Organization and Equipment (MTOE), Table of Distribution and Allowances (TDA), or Alpha Roster). Currently the rate is \$5.00 per capita per fiscal year (1 October through 30 September).

(1) Expending Unit Funds is limited to Commissary purchases (40%) and FMWR programs (60%). A list of FMWR programs is located on the FMWR website, <https://campbell.armymwr.com>. Only FMWR facilities and the Defense Commissary Agency (DeCA) are authorized vendors.

b. Deployed Units: ALR (Army Level Requirements) Unit Funds will be available for use by Units for up to one (1) year after redeployment or deactivation, whichever is later. This is different than the fiscal year policy in place for Local Funds. ALR Unit Funds will not be returned at the end of the fiscal year; instead, they follow a 365-day expiration rule. All per capita entitlements are based on end of month troop strength reports/schedules. Currently the ALR rate is \$2.00 per capita per month.

(1) ALR is the only funding source for requests during deployment. If there is no access to FMWR facilities or DeCA, an outside vendor may be utilized, provided they comply with Government Purchase Card procedures. If the vendor only accepts local currency, a check can be requested from DFAS for the amount approved on the request memo, with a quote or receipt provided. Checks from DFAS can take approximately one month to be received overseas.

(2) While CONUS, ALR should be the primary funding source requested until exhausted.

c. Isolated Units: Isolated Active Army Units will submit requests for Unit Funds no more than quarterly. Currently the rate is \$2.50 per capita per month.

d. National Guard (NG) Units or personnel on Annual Training (AT): NG Units or personnel on AT will submit requests for Unit Funds no more than quarterly. Currently the rate is \$1.00 per capita per month.

5. RESPONSIBILITIES:

a. The Unit Fund Administrator is responsible for oversight of all Unit Funds, within the fund management:

(1) The USAG-Fort Campbell DFMWR Financial Management Branch (FMB) will provide assistance to all Unit Fund Managers and administer the FMWR Unit Fund program.

(2) The Unit Fund Administrator is located at T39 Indiana Ave, Room 144 at 270-798-1207, DSN: 635-1207, or jessica.l.watson67.naf@army.mil.

b. The appointed Unit Fund Manager and alternate will maintain budget control and authorize expenditures in accordance with AR215-1 and DFAS-IN Regulation 37-1.

(1) Unit Fund Managers are responsible for submitting the required documentation to establish the Unit Fund account for the upcoming fiscal year. All unexpended Local balances will return to the IMWRF at the end of each fiscal year (30 September).

(2) Unit Fund Managers are responsible for submitting the signed ALR report and accurate Service member strength schedules to receive ALR funding within 10 calendar days after each fiscal quarter (10 January for 1st Quarter, 10 April for 2nd Quarter, 10 July for 3rd Quarter, and 10 October for 4th Quarter).

c. Only the Unit Commander has the authority to appoint Unit Fund Managers by signing and submitting an appointment memorandum to the Unit Fund Administrator (Encl 1).

6. PROCUREMENT OF MERCHANDISE, SUPPLIES and/or SERVICES:

a. The FMWR Unit Fund Administrator processes all Unit Fund purchases and is the only individual authorized to obligate Unit Funds. There is NO EXCEPTION to this policy.

b. Purchase requests will not be accepted after the End-of-Fiscal Year expenditure date of 15 September each year at the Financial Management Branch. All unexpended Local balances will return to the IMWRF at the end of each fiscal year (30 September).

c. Purchase requests may be accepted beginning 1 October of the new fiscal year, but requests cannot be approved before funds are allocated.

d. Unit Fund Managers will prepare, sign, and submit a memorandum (Encl 2) with the following information:

(1) Itemized list of items/services from each location requested.

(2) Date of the event/purchase.

(3) Intended use of the funds.

(4) Total amount requested and funding source (only FMWR activities or published price lists may be consulted to determine the estimate, and Commissary requests must include a 5% surcharge).

a. For Unit Fund requests exceeding \$500, requests must be submitted NO LESS THAN 15 calendar days prior to the event.

b. For Unit Fund requests equal to or less than \$500, requests must be submitted NO LESS THAN 10 calendar days prior to the event.

c. The Commissary requires one week's notice to place special orders and a minimum of three days' notice to shop for and pull an order for a unit. (Service members may still shop for themselves from what is available on the shelves if the minimum notice is not met.)

AMIM-CBW-N (525p1)

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Funds Standard Operating Procedure (SOP)

7. The point of contact for this memorandum is Jessica Watson, Financial Management Branch at 270-798-1207 or jessica.l.watson67.naf@army.mil.

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Welfare and Recreation