



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

1 December 2025

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Fort Campbell Family and Morale, Welfare and Recreation (FMWR) Local 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) Expenditure of 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 so long as they comply with Government Purchase Card procedures.

(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 karolina.e.simer.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 Servicemember 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 a Duty Appointment for Unit Funds Memorandum (Encl 1) to the Unit Fund Administrator.

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 are NO EXCEPTIONS to this requirement.
- 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 Unit Funds Request (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 (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. Exceptions for Unit Fund requests submitted outside the designated timeframes outlined in sections 6.d.4.a or 6.d.4.b will be restricted and must be submitted for approval to the FMWR Unit Fund Administrator Office using the Unit Funds Request ETP Form (Encl 3). Unit Fund Managers are responsible for completing the required Unit Funds Request ETP Form, receiving the appropriate endorsement in section 10 (Command Recommendation) prior to submitting it to the FMWR Unit Fund Administrator Office for final approval. This form shall be submitted electronically karolina.e.simer.naf@army.mil or hand carried to Bldg T-39, Indiana Ave, Rm 144.

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7. The point of contact for this memorandum is Karolina Simer, Financial Management Branch, at 270-798-1207 or karolina.e.simer.naf@army.mil.

3 Encls

1. Duty Appointment for Unit Funds Memorandum
2. Unit Funds Request
3. Unit Funds Request ETP Form

KELLY M. SARLES

Director, Family and Morale,
Welfare and Recreation