

## MWR Facilities Accepting Unit Funds

### Room Rentals: 270-798-4610

Community Activity Center

Joe Swing Recreational Facility

Smokehaus

### Hooper Bowling Center: 270-798-5887

Bowling packages, lane and shoe rentals

Hooper Grille food and drinks

### Outdoor Recreation: 270-412-7855

Indoor Climbing Wall/Challenge Course

Pavilion rentals

### Paintball/Skeet Range: 270-798-2629

Paintball games

Skeet shooting

Archery

Axe Throwing

### Warrior Zone: 270-461-0603

Dine in/Take out/Catering

### Gear-to-Go: 270-798-3919

Equipment rentals/transportation

### Cole Park Golf Course: 270-798-4906

Golf services (No Pro Shop)

Scan Me



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## **DFMWR Unit Funds Quick Reference**

**Unit Fund Administrator: Karolina Simer**  
Phone: 270-798-1207  
Email: [karolina.e.simer.naf@army.mil](mailto:karolina.e.simer.naf@army.mil)

## **MWR Unit Funds**

MWR Unit Funds consist of Local and ALR funding allocated by the Unit Fund Administrator.

MWR Unit Funds are split between:

MWR Facilities = 60%\*

Commissary = 40%

\*Commissary funds can be realigned for MWR use, but MWR funds cannot be used at Commissary.

### **Local - \$5/Soldier/Year**

Allocated based on Authorized Strength reported minus estimated number of Soldiers deploying during fiscal year.

Expires 30 September

### **ALR - \$2/Soldier/Month of Deployment**

Allocated based on ALR Report and orders validating that unit deployed from Fort Campbell. Submission due dates are:

**1<sup>st</sup> Quarter = Due by 10 January**

**2<sup>nd</sup> Quarter = Due by 10 April**

**3<sup>rd</sup> Quarter = Due by 10 July**

**4<sup>th</sup> Quarter = Due by 10 October**

ALR is allocated at the end of quarter, and the Unit Fund Manager is responsible for timely submission.

Expires one year from redeployment

## **Authorized Use of MWR Unit Funds**

Facilitate off-duty, recreational events open to all Active-Duty members of the unit to boost Morale, Welfare and Recreation of the unit members.

Both Local and ALR can be utilized at Fort Campbell MWR facilities or Commissary.

Only ALR funding can be utilized during deployment. Funding must be available before approval.

## **Unauthorized Use of MWR Unit Funds**

- Retirement or Change of Command ceremonies
- Induction or Promotion Ceremonies
- Hail and Farewells/Welcome Home
- Unit Training
- Awards ceremonies
- Protocol Functions
- SFRG events
- Alcohol
- Family members/Civilians
- Outside vendors\*

The full list of authorized and unauthorized uses can be found in AR 215-1.

\*If the deployed Unit has no access to MWR or Commissary, an outside vendor may be chosen. The outside vendor must be able accept GPC payment over the phone and a Section 889 Form for the vendor will need to be submitted along with request paperwork prior to purchase.

## **How to Request MWR Unit Funds**

Unit Fund Managers will prepare, sign, and submit a memorandum with the following information no less than 15 calendar days prior to the event date for requests exceeding \$500.00 or 10 calendar days for requests under \$500.00:

- i. Detailed list of the items/service requested
- ii. Date of the event/purchase
- iii. Intended use of the funds
- iv. Total amount requested (only MWR activities or published price lists may be consulted to determine the estimate)

Specify if Local and/or ALR funding is being requested in addition to total requested.

## **Commissary Requests**

- 5% surcharge fee must be included in requested amount.
- Unit Funds cannot be used to tip baggers
- Large requests must be coordinated with the Commissary staff at least two weeks prior to purchase date to allow ordering process
- Only Active-Duty can be present at purchase
- Payment with Unit Fund Administrator must be scheduled and made via GPC

## **MWR Facility Requests**

- Contact MWR Facility Manager to make reservation or gather pricing
- Paid internally between facility and Unit Fund Administrator