



Standard Operating Procedure (SOP)
Fort Campbell Directorate of Family and Morale, Welfare and Recreation
(DFMWR) MWR Unit Funds

1. PURPOSE To establish guidance regarding MWR Unit Funds.
2. REFERENCES:
 - a. Army Regulation (AR) 215-1 (24 September 2010)
 - b. Department of Defense (DoD) Policy Execution Procedures (PEP), Chapter 32, 3209 (June 2019)
 - c. Field Manual (FM) 12-6, CFSC Letter of Instruction (LOI) Army Level Requirements (ALR) Morale, Welfare and Recreation (MWR) Unit Fund Support for Deployed Troops
3. SCOPE This SOP applies to all Unit Fund Managers.
4. Responsibility. It is the responsibility of all Unit Fund Managers to read this SOP and abide by all regulations. Failure to comply could result in personal liability.
5. DEFINITION OF MWR UNIT FUNDS
 - a. Military personnel receive MWR support through participation in MWR activities at the installation to which they are assigned. Separate unit funds are not authorized for installation units, however at Installation Management Command (IMCOM) direction, units may receive non-appropriated (NAF) monetary support through Garrison Morale, Welfare and Recreation Operating Entity (GMWROE)
 - b. The general criteria for expenditure of NAF unit funds include:
 - i. Unit funds must be used for the collective benefit of all unit members for off-duty recreational purposes as prescribed in AR 215-1.
 - ii. All unit members must have the opportunity to participate in the activity supported with unit funds.
 - iii. Activities must relate to the Morale, Welfare and Recreation of the unit members.

6. FUNDING

- a. Active Duty: Unit funds are allocated based upon authorized troop-strength in September for the upcoming fiscal year.
- b. Isolated units are defined as units stationed in Tennessee who operate outside of a 12-mile radius of a DoD installation. Isolated Active Army Unit status must be validated to receive payment. The unit's duty station located at such distance from the nearest military installation requiring the use of Garrison Morale, Welfare and Recreation facilities by Soldier assigned or attached to the unit would be unreasonable or impractical.
- c. Isolated unit funding must be used for the collective benefit of all Active Guard Reserve members for off duty recreational activities. The funding source for this program is non-appropriated funds.
- d. Reserve Components (FTS): Reserve Components members on full time status will be funded at a rate of \$2.50 per soldier, per month. Dividends will be provided if unit is stationed in Tennessee operating outside of a 12-mile radius of a DoD installation within Tennessee.
- e. Reserve Components (AT): Tennessee Reserve Components performing Active Training earn dividends at the rate of number of personnel times number of days divided by 30 days times \$1.00.

7. APPOINTMENT LETTER

- a. A Unit Fund Manager Appointment letter must be completed by the Brigade or Separate Battalion's Commanding Officer or Executive Officer and submitted to the MWR Unit Fund Administrator. The Unit Fund Manager is responsible for the allocation and tracking of unit's allocated funds. Unit funds will not be available until the appointment letter is signed and received.
- b. An example for the Appointment Letter is at Encl 1.

8. USE OF MWR FUNDS

- a. Authorized uses of MWR Unit Funds: AR 215-1, Ch 6-1 states that unit funds must be used for the collective benefit of all unit members for off-duty recreational purposes and that all unit members must have the opportunity to participate in these activities. AR 215-1, Ch 5-13 lists the authorized uses of unit funds applicable to the above criteria.
- b. Prohibited uses of MWR Unit Funds: Per AR 215-1, paragraph 5-14, non-appropriated funds will not be used to pay costs in acquiring items or services authorized to be paid by appropriated funds. Attempts to purchase similar items should be directed to the appropriate APF channels.

9. PROCUREMENT OF MERCHANDISE, SUPPLIES and/or SERVICES

- a. The MWR Unit Fund Administrator processes all unit fund purchases and is the only one authorized to obligate unit funds. There is no exception to this policy. Purchase requests will not be accepted after the End-Of-Fiscal Year expenditure date designated by NAF Support Division, Financial Management Branch. Any unused unit fund balances will be zeroed at that time. Processing of purchase requests will be accepted beginning 1 Oct of the new fiscal year. The Unit Fund Administrator is located at T39 Indiana Ave, Room 144. Phone number is 270-798-1207 or DSN: 635-1207.
- b. Unit Fund Managers will prepare, sign, and submit a memorandum with the following information at least 15 working days prior to the requested date:
 - 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)
 - v. Expending Unit Funds is limited to Commissary purchases (40%) and MWR programs (60%). A list of MWR programs can be located on the MWR website, <https://campbell.armymwr.com>.
 - vi. Only MWR facilities and DeCA are authorized vendors

10. PROPERTY ACCOUNTABILITY All non-expendable merchandise is shipped by the vendor directly to the DFMWR Supply Branch. The Supply Branch will maintain accountability. A DD Form 3161 (*Encl 2*) will be signed by the Unit Fund Manager for the receiving unit prior to release of accountable property. Upon the appointment of a new Unit Fund Manager, DD Form 3161 will be used to transfer equipment from the Unit Fund Manager to the new Unit Fund Manager. A copy of the DD Form 3161 must be sent to the DFMWR Supply Branch.

11. FIDUCIARY RESPONSIBILITY An individual responsibility exists to use MWR Unit Funds properly and to prevent fraud, waste, and unauthorized use. This responsibility extends to all DoD personnel including members of the Armed Forces, APF and NAF employees. When unit funds are entrusted to duly appointed individuals, every effort must be taken to ensure funds are properly accounted for and there is no waste or misuse. Per AR 215-1, Appendix M the Unit Fund Manager is responsible for NAF property and for initiating reports of losses to the MWR Unit Fund Administrator. The report must include facts and circumstances surrounding the loss and submitted to the Unit Fund Administrator within 24 hours after discovery. If circumstances warrant, regulatory guidance will be followed to initiate a report of loss to appropriate investigating officials.

12. UNIT FUND SUPPORT DURING DEPLOYMENT

- a. Allocation: The ALR MWR Support to Deployed/Activated Units is \$2.00 monthly per capita and supports Army units deploying overseas under title 10, United States Code, who have official orders identifying the garrison as the mobilization station prior to deployment overseas. Eligibility for deploying units starts on the date of departure from the CONUS garrison and ends on the date of redeployment. All per capita entitlements are based upon end of month troop strength reports/schedules (Encl 3). The Unit Fund Manager is responsible for submitting timely, accurate troop strength schedules to MWR Unit Fund Administrator. The report should be submitted within 10 calendar days after each calendar quarter.
- b. Procurement Methods. Deployed units will appoint a rear-detachment Unit Fund Manager to coordinate all purchases with the Unit Fund Administrator.
- c. Authorized uses of MWR unit funds remain the same as while in CONUS (see paragraph 8(a)).
- d. Prohibited uses of MWR unit funds guidelines remain the same as while in CONUS (see paragraph 8(b)).

13. Point of contact is Jessica Watson, phone number 270-798-1207 or email Jessica.l.watson67.naf@mail.mil.

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