



# Fort Hood Family & MWR



# Unit Resource Guide



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**CLEAR CREEK**

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**254-287-4130**

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# *Fund Raising*

In accordance with III Corps Fort Hood (FH) Regulation 210-56, request for conducting fund raising events are on a first come first served basis per written request.

## *Procedures*

**Organizations are responsible for coordinating with the Directorate of Family and Morale, Welfare and Recreation (DFMWR) point of contact to gain approval for the fund raising event at least 15 to 30 days prior to the date of the event.**

- Call DFMWR/ Private Organizations Coordinator for fund raising events, to check availability for the date of the planned fund raising event. Weekends and pay days go very fast.
- Please allow two weeks time for processing the approval letter of the event.
- Once approved the approval memorandum will be provided to the organization via email.
- The organizations are responsible for coordinating final approval and arrangements with the facility manager by providing a copy of the approval memorandum within 5 to 10 days prior scheduled event date.
- All food fund raisers must have at least one person with a basic food handler's certification.

# Fund Raising Opportunities

- Unit Fun Runs (Two-months in advance planning)
- Unit Cook Books (require sample copy to be reviewed)
- Dog Wash
- T-shirt Sales (with unit logo & need sample of t-shirt)
- Coffee Mug Sales (require sample copy to be reviewed)
- Dunking Booth\*
- Climbing Wall\*
- Cotton Candy Machine\*
- Canopy Tents 20X30\*

\* Morale, Welfare and Recreation (MWR) Recreational Equipment Check Out Center -

9 am to 5 :30 pm 254-287-1853/4126

- Bowling / Basketball / Football / Softball Tournaments
- Golf Tournament/Scrambles

*Requests are required to include the amount of entry fees, services, and any items being sold during the fund raiser in the written request.*

- Car washes the organization must provide all necessary equipment and police the area before leaving.

*Directorate of Public Works (DPW Utilities Section) has instated a year round policy that does not allow car washes to be conducted from 1pm to 5 pm*

- MWR Food Booth Events  
Entertainment Coordinator: 254-288-7835

- Fund raising at Pools  
Abrams, Comanche, Martin, West Fort Hood, 1CD, 13 ESC, 42nd ST and Patton.  
Aquatics Manager: 254-287-9430

- Boxed Meals, Bake Sales, Breakfast/Lunch Plates (include prices and food permits/certificates required).

*Requesters are responsible for providing documentation of the food handlers' certificates and food concession permits prior the event date. For more information to ensure that all proper safeguards are employed in the preparation of the food and to obtain proper documentation please contact the Food Inspection Preventive Medicine Office at 254-288-1665/9112.*

## *Fund Raising Opportunities cont.*

# *Bagging Groceries Guidelines*

### **Locations:**

**Clear Creek Commissary- Tuesday thru Sunday**

**Warrior Way Commissary- Monday thru Friday**

- Bagging is only once a month per group.
- Only authorized one lane.
- Hours will be 1000-1900.
- No one under the age of 18 (age 16 for sports groups) are allowed to bag.
- No open toe shoes allowed for safety purposes.
- There must be a minimum of six people to the open lane at all times.
- Soldiers may volunteer with Commander's approval and must be in civilian attire.

Bagging fund raisers are scheduled once a month and accepted quarterly:

1st quarter (January-March) • 2nd quarter (April-June)

3rd quarter (July-September) • 4th quarter (October-December).

The request may be submitted on 1st day of the last month of prior quarter.

Note: Baggers will have already been schedule to work for that shift.

- Remember the facility manager has the authority to cancel this event at anytime for failure to comply with final coordination prior event date or for inappropriate conduct during the event.

# *Informal Funds*

*In accordance with Regulations References: Army Regulation (AR) 600-20; 4-21 , AR 608-1 SEC J-7e*

All fundraising request must be submitted to the Commander, with a complete plan on why the funds are needed and for what purpose.

## *Fund Cap*

Gross annual receipts (income) for the Informal Fund cannot exceed \$10,000 from all sources, i.e. fundraising, gifts, and donations. The Informal Fund balance should not exceed \$10,000 at any one time. However, if the fund balance does exceed \$10,000, then no additional income from fundraising, donations or gifts will be accepted until the balance falls under than \$10,000 after the additional income has been added.

## *Auditing & Reporting*

- Monthly to Unit Commander.
- Annually to Unit & Brigade Commander NLT 30 January each year.

These reports will summarize the Informal Fund's financial status at the end of the reporting period, to include current balance, total income, and an itemized list of all expenditures made during the year, along with an explanation showing how the expenditures were consistent with the purpose of the Informal Fund, as established in the Standard Operating Procedure.

**Informal funds may not be deposited or mixed with appropriated funds, Soldiers and Family Readiness Group (SFRG) funds, unit MWR funds, cup and flowerfunds, or any individual's personal funds.**

For a sample of an Informal Fund Memorandum and Standard operating procedure please contact the fund raising coordinator .

# NAF MWR Unit Funds

*In accordance with AR 215-1, Chapter 6, CG Policy Letter #12 are the authority for Unit Funds.*

Non Appropriated Funds (NAF) Support Services Division via the Financial Management Branch manages all Unit Fund accounts established on Fort Hood.

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

- May be used for the unit service members only.
- Must be used for the collective benefit of all the unit members for off duty recreational purposes as prescribed in regulation, as well as, all unit members must have the opportunity to participate in the activity supported using NAF MWR Unit Funds.
- Can only be executed in MWR facilities or programs.
- Are posted at the beginning of the fiscal year based on the monthly Personnel Strength Report by III Corps Adjutant General.
- Must be spent no later than 30 September annually. *Funds do not roll over.*
- Are not the same as cash and will not be reimbursed after the fact.
- Events Include: Unit Organizational Day, Unit Holiday Celebrations, Battalion Balls.
- Items Include: Finger foods, non-alcoholic beverages, equipment rentals, t-shirts, trophies.

Unit must submit additional duty appointment orders for NAF MWR Unit Fund Custodian.

# *Facilities Accepting Unit Funds:*

## ***Lone Star Conference Center • 254-532-5073***

- Dine in or take out breakfast, lunch, dinner, finger foods
- Served or buffet meals
- Room rental

## ***Belton Lake Outdoor Recreation (BLORA) • 254-287-2523/4907***

- Pavilion rentals
- Paintball course

## ***Courses of Clear Creek • 254-287-4130***

- Cart & Clubs rental
- Snack bar purchases
- Pavilion/Rooms rentals

## ***Phantom Warrior Lanes • 254-532-3060***

- Lane & shoe rental
- Party packages
- Snack bar purchases

## ***Sportsmen Center • 254-532-4552***

- Various finger food items
- Room rental

## ***Apache Arts and Crafts • 254-532-2586***

- Engraving on glass, wood, or metal
- T-shirt printing or embroidery, ornaments (Unit logo, Unit Crest, no name or rank).

## ***Recreation Equipment Center • 254-287-4126***

- Grills, coolers, Adult inflatables, table, chairs and many other various items.

## ***Marketing and Advertising • 254-287-2007***

- Production of flyers, programs for Company, Battalion or Brigade level balls.

# *Unauthorized Use of NAF MWR Unit Funds*

- They may not be used for purchasing Military uniforms AR 215-1, para 5-14 (r)
- Cannot be used for Retirement, Induction or Promotion Ceremonies, Change of Commands, Hail and Farewells or Unit Training
- Alcoholic beverages or cigarettes
- To support event attendance by SFRG's or Family Members

## *Units in Deployed Status*

- Unit Orders validating unit deployed from Fort Hood
  - ALR is \$2.00 per soldier per month using Alpha Roster (pure count) for deployment time frame.
  - MWR Fund Custodians requesting the use of ALR funds will follow the same procedures as regular NAF MWR Unit Fund, but will have a separate account for ALR funds.
  - ALR funds are paid to units deployed to Afghanistan and Iraq. All other funds you will request in those countries.

# *Gifts and Donations*

## *Laws and Regulations:*

AR 1-100, Army Gift Program

AR 215-1, CH 13-14

Joint Ethics Regulation

OPORD 18-008 Implementation of U.S. Treasury Army Gift Fund Requirement

Title 10, United States Code, Sec 2601

DoD Financial Management Regulation 7000.14-R

- **Gifts to the Army:** Gifts/donations offered to the Department of the Army include real or personal property or gifts with monetary value.
- **Approving Authorities:** GC up to \$5K; IMCOM CG up to \$100K and SecArmy over \$100K.
- **Gift to MWR:** Gifts of real or personal property or gifts of monetary value may be accepted by the NAFI when voluntarily offered and if a determination is in the best interest of the NAFI.
- **Approving Authorities:** DFMWR up to \$50K; GC up to \$100K; IMCOM CG up to \$250K; SecArmy over \$250K.

Gifts over \$250 require a written legal review.

All gifts must be approved by approving authority prior to receipt.

All monetary gifts (including those to SFAC) must be made out to US Treasury and be processed through Garrison Resource Management.

*Always Seek Legal Guidance*

## *SFRG Informal Fund Rules: Army Directive: 2019-17*

On 1 April 2019 Army Directive 2019-17 made changes to the Soldier and Family Readiness Group (SFRG) Program outlined in AR 608-1, Appendix J. SFRGs are now known as Soldier Family Readiness Groups (SFRG). Other changes involve management of SFRG informal funds and SFRG fundraising. This information paper focuses on active duty SFRG programs.

**Informal Fund Income Cap.** While SFRG informal funds may not exceed \$10,000 from all sources within a calendar year, the updated policy allows Brigade Commanders to grant an exception for an increase to \$25,000 for up to three-months, renewable every six-months.

**Informal Funds Custodians.** First sergeants and the Soldier Family Readiness Liaison (in addition to Commanders and SFRG Leaders) are prohibited from being SFRG informal funds custodians. Additionally, deployable Soldiers can now serve as informal fund custodians if they are not scheduled to deploy for more than 30-days within a 12-month period.

**Prohibited Uses.** SFRG informal funds may not be mixed with: (a) appropriated funds, (b) unit morale, welfare, and recreation funds; (c) the commander's informal funds; or (d) someone's personal funds. SFRG informal funds may not be used to: (a) purchase things or services where appropriated funds should be used; (b) purchase Soldier farewell or other traditional military gifts; (c) donate to a charity; (d) provide financial assistance to an SFRG member in need; or (e) support or fund military balls, unit dining-ins, or unit dining-outs.

**On-Post Fundraising (Within Unit Footprint).** Battalion Commanders may approve SFRG fundraising within a unit's footprint after consultation with their ethics counselor. A copy of approval documents must be forwarded to the DFMWR Private Organizations Coordinating Officer (POCO) for the Garrison Commander's situational awareness.

## *SFRG Informal Fund Rules: Army Directive: 2019-17 cont.*

**On-Post Fundraising (Outside Unit Footprint):** While on-post SFRG fundraising may now be approved at the battalion level (with ethics counselor consultation), fundraisers outside the unit footprint must still receive location and scheduling approval from the DFMWR POCO.

**Off-Post Fundraising:** Under limited circumstances, the Garrison Commander may approve off-post SFRG fundraising. Requests (with the unit's ethics counselor concurrence) must be routed through the DFMWR POCO for approval/disapproval by the Garrison Commander.

**Response to Potential Donors:** SFRGs may not solicit donations from, or engage in, external fundraising with commercial or private entities. However, with advice of an ethics counselor, commanders may respond to a potential donor's inquiry about the "needs of the Army in relation to assisting Army Families." The \$10,000 annual limit from all sources still applies.

**Commercial Sponsorships:** SFRGs are specifically prohibited from entering into commercial sponsorships. SFRGs cannot receive any assistance, funding, goods, equipment, or services in exchange for public recognition or other promotional opportunities on the installation. This can occur when an entity donates to an SFRG and asks for recognition during an SFRG event. Off- post fundraisers at businesses where SFRGs receive a portion of proceeds is a prohibited form of commercial sponsorship.

Office of the Staff Judge Advocate Administrative & Civil Law Office  
Bldg 1001 761st Tank Battalion Avenue Fort Hood, TX 76544  
(254) 287-3655

# *Contact Information*

## *Unit Support*

Fund Raising Coordinator:

Tel: (254) 287-0014

MWR Unit Fund Coordinator:

Tel: (254) 287-0014

## *Donations*

DFMWR Gifts & Donations:

Tel: (254) 287-8109

NAF Chief Support Service Division:

Tel: (254) 287-8106

*Programs Address:*

*Building 194, 37<sup>th</sup> Street*

*Hours 7:30 am to 4:30 pm*

# G3 Funding

## *LPDs, Training Events, Unit ROC Drills*

- III Corps G3 provides funding to cover room rental expenses at selected MWR facilities for official training and FRG events: OPDs/NCOPDs, Safety stand down training, FRG meetings or any other mission related training events.
- Not authorized for ceremonies or social events.

### *Accepting Facilities:*

- *Phantom Warrior Lanes (Bowling)*
- *Courses of Clear Creek (Golf)*
- *Community Events and Bingo Center*
- *Club Hood*
- *Phantom Warrior Center*
- *Belton Lake Outdoor Recreation Area (BLORA)*

Contact G3 Training Program

## ➤ STAY CONNECTED

**Hood.ArmyMWR.com**



**Facebook.com/FortHoodFMWR**



**Instagram.com/Fort\_Hood\_MWR**



Unit  
Resource  
Guide



08/2021  
Last Update



DEPARTMENT OF THE ARMY  
HEADQUARTERS, III CORPS AND FORT HOOD  
1001 TANK BATTALION AVENUE  
FORT HOOD, TEXAS 76544-5000

AFZF-CG

JUN 05 2019

**COMMANDING GENERAL'S  
POLICY LETTER #12**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Guidance on Use of Nonappropriated Fund (NAF) Unit Funds and Official Representation Funds (ORF)

1. References:

a. Army Regulation 215-1 (Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities), Chapter 6, Unit Funds, 24 September 2010.

b. Army Regulation 37-47 (Official Representation Funds of the Secretary of the Army), 21 June 2018.

2. Purpose: To provide implementation guidance and make Family and Morale, Welfare and Recreation (FMWR) mandatory for utilization of Official Representation Funds (ORF) or Nonappropriated Fund (NAF) Unit Funds to support unit level programs and services.

3. Applicability: The guidance applies to all Fort Hood units receiving authorizations to execute ORF functions or NAF issued funds for unit benefits.

4. Policy:

a. Official Representation Funds:

(1) When executing ORF funds, all units are required to pursue FMWR services and programs first. Units must plan and coordinate with MWR services in advance of the event.

(2) Prior to seeking quotes from off-post vendors for goods or services, a Statement of Non-Availability of FMWR services from the Directorate of Family and Morale, Welfare and Recreation is required for ORF fund execution.

b. MWR Issued Unit Funds:

(1) All units are required to utilize FMWR services and programs when executing their MWR issued funds. Units must plan and coordinate with MWR services in advance of the event.

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SUBJECT: Policy Guidance on Use of Nonappropriated Fund (NAF) Unit Funds and Official Representation Funds (ORF)

(2) Units cannot use their MWR-issued funds for off-post vendor goods or services.

c. The following non-inclusive list gives a summary of mandatory MWR services available:

(1) Club Hood Catered Food:

(a) Take out breakfast, lunch, dinner, and finger foods

(b) Dine-in breakfast, lunch, dinner, and finger foods

(c) Served or buffet meals

(2) Room or Facility Rentals:

(a) Club Hood, Phantom Warrior Center, Community Events & Bingo Center

(b) Meetings, trainings, classes, special events, etc.

(c) Special events (e.g. Military Balls and Holiday parties)

(3) Apache Arts and Crafts:

(a) Engraving on glass, wood or metal

(b) T-shirt printing

(c) Unit coins

(4) Recreation Equipment Checkout:

(a) Grills, coolers, inflatables, tables, chairs, etc.

(b) Belton Lake Outdoor Recreation Area

(c) Pavilion rentals

(d) Gate fees for Organizational days

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SUBJECT: Policy Guidance on Use of Nonappropriated Fund (NAF) Unit Funds and Official Representation Funds (ORF)

5. Expiration. This policy memorandum will remain in effect until superseded or rescinded.

6. The point of contact for this policy is Mr. Michael C. Ernst, Acting Director of Family and Morale, Welfare and Recreation, at (254) 287-7803 or michael.c.ernst.naf@mail.mil.



ROBERT P. WHITE  
Lieutenant General, USA  
Commanding

DISTRIBUTION:  
IAW FH Form 1853: A

- (1) Duplicate or augment authorized individual or unit awards financed from APFs.
- (2) Augment APF construction (see chap 15).

*q. Political activities. See AR 360-1 pertaining to election year policies.*

(1) NAFs will not be used directly or indirectly for any personal service, advertisement, e-mail, telephone call, letter, printed or written matter, or other communication intended or designed to influence any public official. This prohibition does not apply to NAF personnel communicating with or preparing correspondence in response to requests from such officials or preparing requests for legislation or appropriations that are necessary in the conduct of official business.

(2) NAFs or MWR facilities will not be used by any candidates for public office, political assemblies, or meetings and/or any other activity that could be construed as politically oriented.

*r. Uniform items.* NAFs will not be used to purchase any military uniform item (except as authorized in para 5-13), including band uniforms or other articles of individual or organizational military equipment.

*s. Military medical treatment facilities services.* NAFs will not pay for the initial emergency medical treatment after an on-the-job injury (or illness) (see para 19-87), for physical examinations required as a condition of employment or for predeployment physicals for NAF employees. Payment for nonemergency services is a personal financial responsibility.

*t. APF support.* NAFs will not be used instead of authorized APF support as a matter of convenience.

*u. Other.* See appendix D for other specific NAF prohibitions.

## **Chapter 6**

### **Unit Funds**

#### **6-1. Guidelines**

*a.* Generally, installation unit personnel will receive MWR support through participation in MWR programs at the installation to which they are assigned or attached or from the coordinating garrison. Separate unit funds will not be authorized for units attached to an installation; however, at IMCOM Region direction, those units may receive direct monetary NAF support through the garrison MWR operating entity. Garrison commanders may determine the amount of NAF support. Such support will be applied equitably to all units or personnel within the installation. NAF support provided to installation units is referred to as “unit activities” and will be accounted for within the garrison MWR operating entity.

*b.* Separate unit funds may be established, managed, and administered at the unit level for—

(1) Isolated and deployed active Army units (to include RC units when activated for 30 or more days) and full-time support (FTS) RC personnel physically located at such a distance from the nearest military installation that requiring the use of garrison MWR facilities by Soldiers assigned or attached to the unit would be unreasonable or impractical.

(2) RC units or personnel on annual training (AT).

*c.* The general criteria for expenditure of unit funds and AAFES dividends (NAFs) include—

(1) Unit funds must be used for the collective benefit of all unit members for off-duty recreational purposes as prescribed by this regulation.

(2) All unit members must have the opportunity to participate in the activity supported with unit funds.

(3) Activities must relate to the MWR of the unit members. Family members (and guests) may participate at the discretion of the unit members.

#### **6-2. Administration**

*a.* Units within CONUS (area of responsibility) that are validated by Southeast Region for payment of isolated or remote full-time support dividends will submit their request for unit fund dividend payment, in accordance with instructions issued by the Southeast Region, to the coordinating garrison as listed in table 6-1.

**Table 6-1**  
**Coordinating garrisons**

Installation	Area of responsibility
Fort Lewis	Washington Oregon Idaho Montana
Fort Irwin	California Nevada
Fort Huachuca	Arizona New Mexico
Fort Carson	Colorado Utah Wyoming
Fort Riley	Kansas Nebraska South Dakota North Dakota
Fort Sill	Oklahoma Arkansas
Fort Hood	Texas
Fort McCoy	Wisconsin Minnesota Iowa Michigan
Fort Leonard Wood	Missouri Illinois
Fort Polk	Louisiana
Fort Knox	Kentucky Indiana Ohio West Virginia
Fort Campbell	Tennessee
Fort Rucker	Alabama Mississippi
Fort Drum	New York Connecticut Rhode Island Maine Vermont New Hampshire Massachusetts
Fort Meade	Maryland Pennsylvania District of Columbia
Fort Dix	New Jersey Delaware
Fort Lee	Virginia
Fort Bragg	North Carolina
Fort Jackson	South Carolina
Fort Stewart	Georgia Florida Puerto Rico Virgin Islands
Fort Buchanan	Units in South America

- b.* There is no requirement that units request or accept NAF support. Units will not request or accept NAFs from more than one source.
- c.* Coordinating garrisons will request reimbursement from the responsible IMCOM Region (Southeast Region for the 48 contiguous States, Puerto Rico, and the Virgin Islands). Other IMCOM Regions will prescribe applicable unit fund dividend policy and procedures.
- d.* Accounting policy and reporting procedures are prescribed in DOD 7000.14–R, volume 13.
- e.* Unit fund councils, governing or nongoverning, may be established at the discretion of the unit commander. Composition will be representative of the unit and will include a chairperson and recorder.
- f.* The fund manager is the unit commander or an appointed nonvoting designee who signs and approves DA Form 2107 (Nonappropriated Fund Receipt and Disbursement Voucher) and other required property accountability documents.
- g.* When two or more unit funds are established at a single location, a single unit fund manager may be designated to administer each unit fund separately, as directed by the respective participating units.
- h.* Unit funds will be exempt from the Army Banking and Investment Program.
- i.* Upon disestablishment of a unit fund, all assets will revert to the fund/entity from which the unit fund received support.
- j.* If the Region single MWR fund resources are not available to support isolated or RC unit requirements, the governing IMCOM Region may request support from the AMWRF. Funds derived from other than Federal NAF sources as described above (Region MWR single fund, AMWRF) are not subject to the provisions of this regulation and are not commingled with Federal NAFs.

### **6–3. Reserve Component’s unit funds and Army and Air Force Exchange Services dividends**

- a.* The Garrison Operating MWR Entity will not purchase items for the exclusive benefit of RC personnel without reimbursement from the unit fund; however, standard items of equipment and supplies requested by unit commanders are hand received without charge.
- b.* FTS personnel will receive the same NAF support given to active Army units in isolated status.
- c.* Activated units or personnel will receive the same NAF support given to regular Army units or personnel.
- d.* Annual training
  - (1) Units training at an installation having a garrison MWR operating entity will receive unit funds from that entity.
  - (2) If AT is conducted at an isolated location, remote from an installation with MWR facilities, unit funds may be requested from the coordinating garrison upon completion of the training.
  - (3) Units with members training on a year-round, modular, or fragmented program that does not entail calling the entire unit to AT may request unit funds at the end of the fiscal year from the coordinating garrison, unless otherwise directed by the Army Reserve Command.
  - (4) Units that cannot fully use unit funds during AT may retain remaining funds for use at home stations.
- e.* RC installations on which AAFES operates facilities may receive AAFES dividend payments using the Army simplified dividend formula.
- f.* Oversight and accountability for NAFs transferred from Federal entities (AMWRF, AAFES dividends, Region single funds, or garrison MWR operating entities) to the RC bank account will be the responsibility of the RC.

### **6–4. Active duty support elements**

Army readiness groups, RC advisory groups, and Reserve Officer Training Corps (ROTC) instructor groups not located on an installation may be considered isolated units and request NAF support as outlined in this section. Strength reporting for dividend computation will be prescribed by the responsible IMCOM Region.

### **6–5. Assets of Reserve Component units released from active status**

- a.* Unit funds of RC units released from active duty will remain in unit custody upon return to inactive duty and are accounted for as required by DOD 7000.14–R, volume 13.
- b.* Property purchased with unit funds of RC units while on active duty may be retained by the units upon return to inactive duty or disposed of as prescribed in chapter 17. Property purchased or owned by a garrison MWR operating entity or other garrison NAFI and loaned to RC organizations will be returned to the loaning organization.

### **6–6. Support of other service elements**

- a.* Joint service and other DOD elements located on Army installations are entitled to benefits, privileges, and use of garrison MWR facilities on the same basis as any Army element. Per capita funding distributions will count personnel of tenant organizations on the same basis as personnel of the parent installation. Any request by a DOD element to establish or continue a separate NAFI/entity on an Army installation will be forwarded by the garrison commander, with appropriate recommendation, through the parent IMCOM Region and IMCOM HQ, to FMWRC at the address in paragraph 3–10*d*.
- b.* Army organizations located on installations of other services are entitled to benefits, privileges, and access to

MWR facilities on the same basis as the host service. For this reason, they cannot be considered isolated units eligible to establish separate unit funds.

### 6–7. Support of military missions in foreign countries

a. Military personnel are assigned to military missions such as Defense Attaché Offices, Security Assistance Offices, and Military Liaison Teams or are permanently assigned as Technical Assistance Field Training personnel. Responsibility for the geographical areas by military departments (MILDEP) is outlined in table 6–2.

**Table 6–2**  
**Responsibility for MWR support to military missions in foreign countries**

Geographic area	Responsible MILDEP	Responsible IMCOM Region
U.S. European Command (includes Russia)	Army	Europe Region
U.S. Southern Command	Army	Southeast Region
U.S. Forces Korea	Army	Korea Region
U.S. Pacific Command (minus U.S. Forces Korea)	Navy	
U.S. Joint Forces Command	Navy	
U.S. Central Command	Air Force	
U.S. Northern Command (includes Canada and Mexico)	Air Force	

b. When military personnel providing support to military missions in foreign countries are assigned to the above geographical areas, the responsible IMCOM Region for the geographical area will provide the requested MWR support. A geographical area of responsibility map can be found at [www.defenselink.mil/pubs/sof/current.pdf](http://www.defenselink.mil/pubs/sof/current.pdf), which can assist in determining which countries are in the responsible geographic area.

c. Using the Unified Command as the geographical area of responsibility is not intended to imply that funding support for MWR will be provided to the Unified Command or its subordinate commands/units, or that funds will be distributed through the Unified Command.

d. The Marine Corps will provide MWR support for all Embassy Marine Guard personnel.

e. The primary fund source for MWR support to military missions in foreign countries will be APF, with the exception of unit funds (NAF). Budget requirements (both APF and NAF) will be initiated and provided by each unit through normal channels to the responsible IMCOM Region and an information copy provided to the Unified Command.

(1) Unit funds (NAFs) will be used for off-duty leisure activities that promote unit cohesion and are based on an annual per capita allocation per permanently assigned military person. Rates are published by FMWRC in the annual ALR program guidance found at [www.armymwr.org](http://www.armymwr.org), under Operations, Financial Management, Documents, Standard Operating Procedures, Army Level Requirement Standard Operating Procedures. Units may request NAF support from the responsible IMCOM Region, with a copy furnished the Unified Command. Elements within countries will not receive NAF from more than one MILDEP. NAFs are not used to support MWR programs that are authorized APFs.

(2) APF support will be the responsibility of the IMCOM Region designated in table 6–2. APFs will be the source of funding if MWR programs are nonexistent or not available from a nearby U.S. installation or host country. Authorization for APF support is at appendix D. The APF requirement is based on the below standards for MWR support.

*f. Standards for MWR APF support*

(1) *Physical fitness.* Military personnel will have access to fitness facilities, equipment, and programs, which support cardiovascular, endurance, flexibility, and strength conditioning to maintain fitness. When activities are not available at the assigned unit or duty station, access to physical conditioning alternatives will include the use of a nearby U.S. military installation or host country fitness facility within the surrounding civilian community. If other U.S. installations are not available and an agreement is not feasible on a “no fee” basis for use of host country facilities, membership will be authorized from APF in the name of the unit for all assigned military personnel.

(2) *Libraries.* Military personnel will have library support for such items as paperback book kits, magazine kits, and online periodical/newspaper services where Internet capability exists.

(a) The standard for paperback book kits varies by group size (table 6–3).

(b) The standard for magazine subscriptions varies by group size and titles are determined by customer surveys (table 6–4).

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**Table 6–3**  
**Paperback book kits**

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**Group:** 1–25  
**Titles:** 10 per month

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**Group:** 26–75  
**Titles:** 25 per month

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**Group:** 76 or more  
**Titles:** 40 or more per month

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**Table 6–4**  
**Magazine subscriptions**

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**Group:** 1–50  
**Kits:** 1 kit (1 copy each of 5 titles) per month

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**Group:** 51 or more  
**Kits:** 2 kits (2 copies each of 5 titles) per month

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(3) *Recreation.* Military personnel will have Internet access to recreation information, tickets (for example airline tickets), and tours (for example, local tours and attractions). Military personnel will have access to movies for unit and personal viewing through video rental or checkout and theaters where available. Equipment for movie viewing is authorized from APF.

g. Armed Forces Radio and Television Service (AFRTS) issues digital satellite receiver decoders, to receive and unscramble the AFRTS signal, for use by authorized members at shared sites (Marine Corps houses, embassies with DOD staff, and deployed locations) for use in an office or a common-use area. Funding for the downlink, associated installation, and maintenance for circuit distribution will be the responsibility of the IMCOM Region supporting the geographic area in which the AFRTS system will be installed. If authorized members (active duty military and DOD civilian employees assigned overseas and their accompanying Family members) are not eligible to receive an AFRTS-issued decoder, they may purchase a decoder that will provide access to AFRTS programming after gaining approval from the AFRTS (see DOD 5120.20–R). The IMCOM Region may provide APFs to purchase AFRTS equipment, which includes satellite dishes and decoders, for DOD military and civilian personnel on missions in foreign countries. This equipment is the property of the Federal Government and appropriate methods and policies regarding accountability of Government equipment apply (see chap 17).

## **Chapter 7**

### **Patronage**

#### **7–1. Eligibility**

- a. MWR programs will be established primarily for Armed Forces military personnel.
- b. Ready Reserve members have the same priority as AD military personnel. Gray area retirees (retired reservists under age 60) have the same priority as regular Army retirees for use of category C MWR programs only. Eligible Family members may participate in MWR programs whether or not accompanied by the sponsor. Family members and guests of first priority patrons assume the same priority.
- c. If MWR facilities cannot accommodate all authorized patrons, the garrison commander will determine specific use priorities. Such priorities are based on priorities establish in table 7–1.
- d. Guests must be accompanied by authorized patrons and may participate in MWR programs, purchase items incidental to participation, and consume food and beverages while on the premises. Guests include those participants at functions arranged by an authorized patron. Otherwise, guests are not authorized resale purchases. Garrison commanders (or designees) will approve local rules governing the number of guests and the frequency of use at specific facilities.
- e. DOD organizations stationed or tenanted on an Army installation will be afforded the same facility use privileges as those afforded personnel on the Army installation.
- f. Military club membership and reciprocal patronage of military clubs are outlined in chapter 8.
- g. Access to military exchanges and their programs (for example, package beverage stores) will be in accordance with AR 60–20.
- h. Patron eligibility criteria and priority of use are contained in table 7–1.

DEPARTMENT OF THE ARMY  
UNIT NAME AND DIVISION  
FORT HOOD, TEXAS 76544

UNIT DESIGNATION/UIC

DATE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Additional Duty Appointment Orders

1. Effective 24 June 2008, the following individuals are assigned the following additional duty:

CPT Jon Doe, xxx-xx-1234, (555) 287-0000, UNIT NAME, UNIT DIVISION, Fort Hood, TX  
76544 is assigned the following additional duty: PRIMARY UNIT FUND CUSTODIAN

CPT Jon Doe, xxx-xx-1234, (555) 287-0000, UNIT NAME, UNIT DIVISION, Fort Hood, TX  
76544 is assigned the following additional duty: ALTERNATE UNIT FUND CUSTODIAN

2. Authority: FH Regulation 230-10 and AR 215-1.

3. Purpose: Perform duties as primary/alternate unit fund custodian in accordance with regulations.

4. Period: Until officially relieved or released from appointment.

5. Special instructions: N/A

DAVID WESLEY  
O-5 or HIGHER  
BATTALION COMMANDER

DISTRIBUTION

Individual Concerned

Affected Unit

DFMWR-FMB Unit Funds

**SAMPLE COPY**