



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND-PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
745 WRIGHT AVENUE, BUILDING 107, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HAWAII 96857-5000

IMHW-MW

30 November 2020

MEMORANDUM FOR U.S. Army Garrison (USAG) Hawaii Supported Military Units

SUBJECT: FY21 Annual Unit Fund Distribution

1. Reference. Directorate of Family and Morale, Welfare and Recreation (DFMWR), United States Army Garrison Hawaii, Standard Operating Procedure (SOP) for Unit Funds, enclosed.
2. Unit funds are an annual MWR (Nonappropriated Fund) distribution to units that is provided to promote unit cohesion, morale, and esprit de corps IAW, AR 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities, 24 Sep 10. In USAG - Hawaii, the distribution to each unit is \$3.00 per Soldier per year. Unit Funds are typically used to support organization day events, picnics, unit outings and social events, and to provide funding for unit level Soldier award programs.
3. The following items are required from each unit to receive FY21 Unit Fund support:
 - a. DD Form 1687 (Signature Card) signed by the Unit Commander for both the Unit Fund Custodian and Alternate Unit Fund Custodian. The Signature Cards are required to request Unit Funds and to pick-up Unit Fund checks and petty cash.
 - b. A current unit strength report, a copy of your current "Unit Personnel Accountability Report" (AAA-162) or "Alpha Roster" meets this requirement. This report will be used to determine each unit's FY21 allocation.
 - c. A signed current Assumption of Command memorandum.
 - d. A desk side, phone call, virtual or email briefing with the Financial Management Branch Unit Fund Coordinator.
4. All documents are to be submitted to Financial Management Branch, DFMWR 10 days before the event for requests under \$500.00 and 15 days before event for the requests over \$500.00.

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SUBJECT: FY21 Annual Unit Fund Distribution

5. POC for further information is Ms. Aida Trevino, Unit Fund Coordinator, DFMWR, USAG Hawaii at 656-0102/e-mail: Aida.Trevino3.naf@mail.mil.

Encls
As stated

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RHONDA D. HUNTER
Director, Family and Morale
Welfare and Recreation



**DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND-PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
745 WRIGHT AVENUE, BUILDING 107, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HAWAII 96857-5000**

IMHW-MW

30 November 2020

MEMORANDUM FOR SEE DISTRIBUTION

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

1. REFERENCES.

a. Army Regulation (AR) 215-1, Nonappropriated Fund Instrumentalities and Morale, Welfare, and Recreation Programs, 24 Sep 10, Chapter 5, para 5-13 to 5-14, Chapter 6 and Chapter 8, para 8-29.

b. Defense Finance Accounting Services (DFAS) Regulation 37-1, Finance and Accounting Policy Implementation, Chapter 32, Accounting Procedures for Army Nonappropriated Fund Instrumentalities.

2. 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 Unit members for off-duty recreational purposes. All Unit members must have the opportunity to participate in these activities, and activities must relate to the MWR of the Unit members.

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.

d. Allocations of all Unit Funds are based on a ceiling determined by the IMWRF and approved by the USAG-HI Commander.

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

IMHW-MW

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

f. No Unit owns or controls interest in the IMWRF.

g. The USAG-HI Directorate of Family and Morale, Welfare and Recreation (DFMWR), NAF Support Management Division (NSM), Financial Management Branch (FMB) is responsible for administering this program.

h. 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). MWR support is limited to Units deployed overseas located remotely from any Armed Services' Garrison, and as such was not able to participate in MWR programs. Eligibility for deploying Units start on the date of departure from the 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.

3. FUNDING.

a. Local Units: Unit Funds are allocated based upon authorized troop-strength (AAA-162: Unit Personnel Accountability Report). Currently the rate is \$3.00 per capita, per fiscal year (October 1 through September 30).

b. Deployed Units: These Unit Funds will be available for use by Units for up to one (1) year after redeployment or de-activation, whichever is later. All capita entitlements are based on end of month troop strength reports/schedules. Currently the rate is \$2.00 per capita, per month.

c. Isolated Units: Isolated Active Army Units will submit request for Unit Funds no less than quarterly. Currently the rate is \$2.00 per capita, per month.

d. National Guard (NG) Units or personnel on Annual Training (AT): NG Units or personnel on AT will submit request for Unit Funds no less than quarterly. Currently the rate is \$2.00 per capita, per month.

4. RESPONSIBILITIES

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

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

(1) The USAG-HI DFMWR, NAF Support Management (NSM), Financial Management Branch (FMB), will provide assistance to all Unit Fund Managers/Representatives, and administer this MWR Unit Fund program. The FMB will establish, and manage individual organization Unit Fund accounts on a consolidated basis. At the end of each fiscal year, FMB will issue an allocation memorandum to each Unit Fund organization to provide remaining Unit Fund account balances, deadline for requesting Unit Funds and returning receipts (15 Sep), and request Units to submit the required documentation for set-up of Unit Fund account for upcoming fiscal year. All unexpended balances will revert back to the IMWRF at the end of each fiscal year (30 Sep).

(2) The FMB will assist Units in the preparation of all required documentation to include DA Form 4065 (Army NAF Purchase Request) and DFMWR - Notice of Certification Form. The FMB will review/validate required documentation, and certify Unit Fund account balance available for each transaction request.

b. NAF Financial Services (NFS) will validate request for Dividends, and initiate payment process with appropriate documentation.

c. The Unit Commander or appointed Unit Fund Custodian and alternate will maintain budget control and authorize expenditures in accordance with AR215-1, and DFAS-IN Regulation 37-1. The Unit Commander will submit the following documents to USAG-HI, DFMWR, FMB, Stop A112, 350 Eastman Road, Bldg. #547, Wheeler Army Air Field (WAAF), Hawaii 96857:

(1) An Assumption of Command Memorandum for Unit Commander.

(2) DA Form 1687 (Notice of Delegation of Authority – Receipt for Supplies) that appoints individual(s) to establish, request, and withdraw Local, Deployed, Isolated or National Guard MWR Unit Funds on behalf of the Unit Commander.

(3) Unit Personnel Accountability Report - AAA-162, verifying the Unit Soldier strength assigned to each Unit Identification Code (UIC) signed by Unit Commander.

(4) A Memorandum For: U.S. Army Garrison, Hawaii, Directorate of Family and Morale, Welfare and Recreation, ATTN: Aida Trevino, 350 Eastman Road, Bldg. #547, Schofield Barracks, Hawaii 96857 to request MWR Unit Funds that include: date of the event/purchase, intended use of the funds, detailed list of the items/service requested, and total amount requested.

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

d. The Unit Fund Custodian is responsible for ensuring the Unit Funds are used for their intended purpose. The Unit Fund Custodian will:

(1) Submit a completed DA Form 4065-R, Army NAF Purchase Request prior to the payment or purchase of goods and services or event date.

(2) Comply and adhere to purchase procedures.

5. Procurement of Merchandise, Supplies, and/or Services.

a. The DFMWR Unit Fund Representative will process all Unit Fund purchases and is the only one authorized to obligate Unit Funds. There is NO EXCEPTION to this policy.

b. For Unit Fund requests that exceed \$500, requests must be submitted NO LESS THAN 15 business days prior to the payment or purchase of goods and services or event date. For Unit Fund requests equal to or less than \$500, requests must be submitted NO LESS THAN 10 business days prior to the payment or purchase of goods and services or event date.

c. Small purchases may be made by the use of established NAF contracts and/or agreements, and the open market. Purchases made in the open market will be made by the method most suitable, efficient and economical to the immediate needs of the requirement. All supplies and services that can be combined into a single transaction should be consolidated.

d. Petty Cash may be used for purchases or payments that are \$500 or less. The daily cash limit for petty cash withdrawals is \$500. Under no circumstances will a requirement be split in order to circumvent this limitation.

e. It is the responsibility of the unit activity to determine which supplies or services most adequately meet its requirements and to clearly define the specifications of the desired supplies or services on the purchase request.

f. DA Form 4065-R, Army NAF Purchase Request is the only authorized form for all purchases. The DA Form 4065-R will include: identifying name and address of requesting Unit, description of item/service, quantity/unit amount, estimated dollar amount, requestor's printed name and signature, event name and date, and certifying official name and signature. Under no circumstances will purchase requests be accepted and approved after the payment or purchase of goods and services or after the event date.

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

g. DFMWR-Notice of Certification form will also need to be completed.

h. Submit original receipts (all items purchased must have prior approval, date of receipt MUST NOT be dated prior to withdrawal of Unit Funds transaction date, receipts will include business name, address/contact information, payment tender) within TWO (2) BUSINESS DAYS of payment or purchase of goods and services.

i. Return any unused funds, if any within TWO (2) BUSINESS DAYS of payment or purchase of goods and services. Appointed fund custodian will be responsible for the difference in fund amount that does not equal to the withdrawn amount total in receipts.

j. Reconciliation of Unit Fund account. Failure to provide the required reconciliation documentation will result in a call and/or email as the first reminder. The second and third (final) notice will be a call and/or email to Unit Commander and Unit Fund Custodian. If after the final notice there is still no action, the Unit Fund account will be suspended from any further withdrawals until reconciliation is completed. USAG-HI personnel will also be notified.

6. The point of contact for this memorandum is Ms. Aida Trevino, Accounting Technician, Financial Management Branch at 808-656-0102 or aida.trevino3.naf@mail.mil.

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RHONDA D. HUNTER
Director, Family and Morale
Welfare and Recreation



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS SUPPORT COMPANY
25TH INFANTRY DIVISION
SCHOFIELD BARRACKS, HAWAII 96857-5000

APVG-STB-HSC

1 Jan 11

MEMORANDUM FOR RECORD

SUBJECT: Assumption of Command By Authority of Paragraph 2-5a, AR 600-20

The undersigned assumes command of the Headquarters Support Company (UIC ABC123), 1st Brigade, 2nd Battalion, 25th Infantry Division, Schofield Barracks, Hawaii, effective 1 Oct 10.

(signature)
JOHN Q. PUBLIC
CPT, IN
Commanding

ENCLOSURE 1

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES

For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.

DATE

1 Jan 11

AUTHORIZED REPRESENTATIVE(S)

ORGANIZATION RECEIVING SUPPLIES HSC, 1st Brigade, 2nd Battalion, 25th Infantry Div UF#175		LOCATION 1234 Duck Road, Schofield Barracks, Hawaii 96857	
LAST NAME-FIRST NAME-MIDDLE INITIAL	AUTHORITY		SIGNATURE AND INITIALS
	REQ	REC	
Snuffy, Joseph J.	Y	Y	(signature & initials)
Sausage, Samuel S.	Y	Y	(signature & initials)
***** Nothing Follows *****			

AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER

THE UNDERSIGNED HEREBY DELEGATES TO WITHDRAWS FROM THE PERSON(S) LISTED ABOVE.
 THE AUTHORITY TO: Request and withdraw MWR Unit Funds

REMARKS

This card supercedes all previous cards

I ASSUME FULL RESPONSIBILITY

UNIT IDENTIFICATION CODE ABC123		DDAAC/ACCOUNT NUMBER		
LAST NAME-FIRST NAME-MIDDLE INITIAL Public, John Q.	GRADE 03	TELEPHONE NUMBER 808.555.1212	EXPIRATION DATE 31 Dec 12	SIGNATURE (signature)

DA FORM 1687, MAY 2009

PREVIOUS EDITIONS ARE OBSOLETE

APD PE v1 00ES

NOTICE OF CERTIFICATION

Petty Cash

Check

I _____ acknowledge receipt of Unit Funds
PRINT NAME & RANK

on _____ I certify that the funds from Unit Fund # _____ will be used
TODAY'S DATE

for _____ on _____
PURPOSE OF WITHDRAWAL REQUEST DATE

I will return the following item(s) to the Family and MWR, Financial Management Branch within two (2) business days after the payment or purchase:

- ORIGINAL RECEIPTS
- UNUSED FUNDS, IF ANY
- SIGNED NONAPPROPRIATED FUND RECEIPT AND DISBURSEMENT VOUCHER (DA FORM 2107)**

I understand that failure to bring in the required reconciliation documentation will result in a call and/or email as the first reminder. The second and third (final) notice will be a call and/or email to my commanding officer and I. If after the final notice there is still no action, the unit fund account will be suspended from further withdrawals until reconciliation is completed. Garrison personnel will also be notified.

Signature: _____

Telephone: _____ Email: _____

NAME OF COMMANDING OFFICER: _____

Telephone: _____ Email: _____

If deploying soon, please provide:

REAR DETACHMENT CONTACT: _____

Telephone: _____ Email: _____

NAF Form Number Pending



DEPARTMENT OF THE ARMY
HEADQUARTERS SUPPORT COMPANY
25TH INFANTRY DIVISION
SCHOFIELD BARRACKS, HAWAII 96857-5000

REPLY TO
ATTENTION OF

APVG-STB-HSC

1 Oct 10

MEMORANDUM FOR Directorate of Family and Morale, Welfare and Recreation, Outdoor Recreation, Bldg 556, Schofield Barracks, HI 96857

SUBJECT: Request for Unit Discount at Outdoor Recreation

1. Unit requests the discount of the listed items for our unit Organizational Celebration:
 - a. Item XXXXXXXXXX (Specifies by Nomenclature on price list).
 - b. Item XXXXXXXXXX (Specifies by Nomenclature on price list).
2. These items are to be picked up on 12 Oct 10 and returned on 13 Oct 10.
3. These items will be picked up by SFC Sausage, Sam.
4. Point of contact for this memorandum, SFC Snuffy, Joe, (MWR Representative) or (S4) at 123-4567, verifies signature authority (DA Form 1687) is on file with DOL Property Book Officer or DFMWR Petty Cash Officer.
5. DA Form 1687 is attached.
6. This memorandum acknowledges the assessment of late fees for items retained beyond the time/date stated on the rental agreement. Such fees are assessed at daily rates and no discounts will apply.

Encl

(signature)
JOHN Q. PUBLIC
CPT, IN
Commanding

* Bring this memo to Outdoor Recreation to request a 25% unit discount for rentals to use for your next Org Day.



OUTDOOR RECREATION EQUIPMENT CHECKOUT PRICE LIST

435 Ulrich Way, Bldg. 2110, Schofield Barracks | 808-655-0143 | HIMWR.com

COME PLAY OUTSIDE



	Week end	Add Day	Daily	Week end	Add Day	Daily	Week end	Sat Spec
WATER SPORTS								
1 Person Kayak	\$33	\$44	\$20	\$29	\$45	\$17	\$11	\$88
2 Person Kayak	\$39	\$55	\$24	\$7	\$10	\$5	\$13	\$138
Fishing Kayak	\$44	\$66	\$28	\$4	\$6	\$2	\$7	\$131
Boogie Board	\$8	\$12	\$5	\$6	\$9	\$3	\$10	\$17
Surfboard (Foam)	\$33	\$39	\$17	\$17	\$28	\$11	\$20	\$31
Surfboard (Hard)	\$44	\$63	\$32	\$17	\$28	\$13	\$24	\$31
Hybrid Kayak (Nalu)	\$42	\$56	\$25	\$9	\$13	\$6	\$35	\$48
Standup Paddle Board (ISUP or foam)	\$33	\$55	\$22	\$11	\$17	\$7	\$13	\$79
Standup Paddle Board (Hard)	\$58	\$87	\$33	\$21	\$26	\$13	\$9	\$79
Standup Paddle-Board (Squid)	\$22	\$39	\$17	\$6	\$9	\$3	\$9	\$49
PFD (Life Vest) Adult	\$6	\$9	\$3	\$37	\$55	\$26	\$11	\$120
PFD (Life Vest) Child	\$3	\$5	\$2	\$6	\$9	\$3	\$9	\$150
Pads (Set of 2)	\$3	\$5	\$2	\$5	\$7	\$3	\$9	\$225
Straps (Set of 2)	\$4	\$6	\$2	\$9	\$15	\$8	\$6	\$255
Tailgate pad & strap	\$6	\$9	\$3	\$20	\$31	\$13	\$39	\$200
John Boat (Reg. & Lic. Required)	\$55	\$83	\$33	\$9	\$15	\$8	\$285	\$164
SPORTS EQUIP								
Softball Pkg	\$20	\$28	\$8	\$29	\$45	\$17	\$11	\$88
Bases (Set of 4)	\$24	\$35	\$11	\$7	\$10	\$5	\$13	\$138
Softball Bat	\$28	\$44	\$16	\$4	\$6	\$2	\$7	\$131
Softballs (Set of 4)	\$5	\$7	\$2	\$6	\$9	\$3	\$10	\$17
Dodgeball (Set of 6)	\$17	\$25	\$8	\$17	\$28	\$11	\$20	\$31
Flag Football Pkg	\$32	\$44	\$12	\$17	\$28	\$13	\$24	\$31
Tug-of-War Rope	\$25	\$35	\$10	\$9	\$13	\$6	\$35	\$48
Horseshoe Set	\$22	\$33	\$11	\$11	\$17	\$7	\$13	\$79
Hybrid Bike	\$58	\$87	\$33	\$21	\$26	\$13	\$9	\$79
Mountain Bike	\$33	\$44	\$11	\$37	\$55	\$26	\$11	\$49
Tennis Racquet	\$17	\$25	\$8	\$6	\$9	\$3	\$9	\$49
Misc Balls (VB, SB, BB, FB, KB)	\$3	\$5	\$2	\$5	\$7	\$3	\$9	\$49
Volleyball Net/Poles	\$3	\$5	\$2	\$20	\$31	\$13	\$39	\$49
Fishing Pole	\$4	\$6	\$2	\$9	\$15	\$8	\$6	\$49
YARD & MOVING EQUIP								
Lawnmower	\$11 for 3hrs	\$11 for 3hrs	\$11 for 3hrs	\$11 for 3hrs	\$11 for 3hrs	\$11 for 3hrs	\$11 for 3hrs	\$11 for 3hrs
5'x10' Trailers (\$100 Deposit)	\$39	\$65	\$20	\$39	\$65	\$20	\$13	\$20
CAMPING								
Small Cooler	\$11	\$17	\$7	\$11	\$17	\$7	\$11	\$88
Large Cooler	\$13	\$20	\$9	\$13	\$20	\$9	\$13	\$138
5 Gal Water Jug	\$7	\$10	\$3	\$7	\$10	\$3	\$7	\$17
Tent (2 Person)	\$20	\$31	\$13	\$20	\$31	\$13	\$20	\$31
Tent (4 Person)	\$24	\$36	\$15	\$24	\$36	\$15	\$24	\$31
Tent (6 Person)	\$35	\$46	\$21	\$35	\$46	\$21	\$35	\$31
Sleeping bag	\$8	\$11	\$4	\$8	\$11	\$4	\$8	\$39
Cot	\$13	\$20	\$7	\$13	\$20	\$7	\$13	\$49
Sleep Mat	\$9	\$13	\$6	\$9	\$13	\$6	\$9	\$49
Stove (Propane)	\$11	\$17	\$7	\$11	\$17	\$7	\$11	\$49
Lantern (Battery)	\$9	\$13	\$6	\$9	\$13	\$6	\$9	\$49
PARTY EQUIP								
10'x 20' Canopy	\$39	\$58	\$31	\$39	\$58	\$31	\$39	\$225
20' x 20' Canopy	\$50	\$75	\$39	\$50	\$75	\$39	\$50	\$225
Chairs (Set of 5)	\$6	\$9	\$3	\$6	\$9	\$3	\$6	\$225
Table 6'	\$10	\$13	\$6	\$10	\$13	\$6	\$10	\$225
Table 8'	\$12	\$17	\$8	\$12	\$17	\$8	\$12	\$225
Chaffing Dishes	\$13	\$20	\$7	\$13	\$20	\$7	\$13	\$225
Party Game (variety - prices vary)								



24 HRS = Daily Rate
Fri-Tues = Weekend
Sat-Tues = Daily Rate
Sat Spec = 8:30am-5pm