



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

AMIM-HWW

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 morale 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 Director, Family and Morale Welfare and Recreation (DFMWR) 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).

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

g. 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: Unit Funds will be available for use by Units for up to one (1) year after redeployment or de-activation, whichever is later. This is an exception and funds will not be swept at the end of the fiscal year. 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.

e. The DFMWR established a program to match dollar for dollar when the unit has an authorized function in an MWR activity or facility. Below is the list of authorized MWR Facilities:

(1) Arts & Crafts (Schofield Barracks)

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(2) Bowling Centers (Schofield Barracks, Wheeler Army Airfield and Fort Shafter).

(3) Golf Courses (Leilehua in Wahiawa and Nagorski on Fort Shafter)

(4) Hale Ikena Catering (Fort Shafter)

(5) Leisure Travel Services (Schofield Barracks and Fort Shafter)

(6) Outdoor Recreation Center (Schofield Barracks and Fort Shafter)

(7) Tropics Warrior Zone (Schofield Barracks)

f. Department of Public Works (DPW) Quality Recycling Program (QRP) initiated an Army Recycling Challenge. Units are encouraged to participate and compete for cash awards. Cash awards are deposited into the unit's MWR Unit Fund Account and will be expended in accordance with this SOP. Program is subject to the availability of funds. For more information please go to <https://home.army.mil/hawaii/index.php/garrison/dpw/swrp>.

4. RESPONSIBILITIES.

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

(1) The USAG-HI DFMWR FMB will provide assistance to all Unit Fund Representatives and administer the 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 (01 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 DA Form 4065 (Army NAF Purchase Request) and Notice of Certification. Forms are available at <https://hawaii.armymwr.com/programs/unit-funds>.

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

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DFAS-IN Regulation 37-1. The Unit Commander will email the following documents to:
usarmy.wheeler.id-pacific.mbx.DFMWR-Unit-Funds@army.mil.

(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), redacted social security numbers and signed by Unit Commander.

(4) A Memorandum For: U.S. Army Garrison, Hawaii, Directorate of Family and Morale, Welfare and Recreation, ATTN: Unit Fund Custodian, 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.

d. The Unit Commander is responsible for ensuring the Unit Funds are used for their intended purpose and comply and adhere to purchase procedures.

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

(1) 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.

(2) For Unit Fund requests that exceed \$500, requests must be submitted NO LESS THAN 15 business days prior to the event. For Unit Fund requests equal to or less than \$500, requests must be submitted NO LESS THAN 10 business days prior to the event.

(3) 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.

(4) 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 purchase requirement be split in order to circumvent this limitation.

(5) It is the responsibility of the unit activity to determine which supplies or

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services most adequately meet its requirements and to clearly define the specifications of the desired supplies or services on the purchase request.

(6) 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.

(7) DFMWR - Notice of Certification form must be completed.

(8) 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.

(9) 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.

(10) 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. 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.

5. The point of contact for this memorandum is Lisa L. Stair, Financial Management Branch at 808-656-0084 or lisa.l.stair.naf@army.mil.

LORI D. KING
Director, Family and Morale
Welfare and Recreation