

**DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000**

**IN REPLY REFER TO
BUPERSINST 1710.11C CH-1
PERS-658
31 Mar 2003**

BUPERS INSTRUCTION 1710.11C CHANGE TRANSMITTAL 1

From: Chief of Naval Personnel
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)
Subj: OPERATION OF MORALE, WELFARE AND RECREATION (MWR) PROGRAMS

Encl: (1) New and revised pages iii, iv, via, xii, xxiii, 3-1, 3-3, 3-5, 3-5a, 3-6, 3-8, 3-14, 3-37, 3-37a, 3-37b, 3-38, 3-48, 3-48a, 4-1, 4-11, 4-11a, 4-13, 4-24, 4-24a, 4-25, 4-27, 4-29, 4-29a, 4-33, 4-33a, 4-51, 4-56 through 4-60, 6-1, 6-1a, 6-2, 6-3, 6-4, 11-1, 11-5, 11-8, 11-9, 11-22, 11-22a, 15-8, 15-24, 22-3, 22-3a, 23-1, 25-6, 25-6A, 25-7, 25-7A, 25-8, 25-15, 25-15a, 0-3, F-1, F-2, F-3, F-4, FF-1, and Index pages 1 through 27 of instruction

1. Purpose. To publish updated policy changes for the operation of Morale, Welfare and Recreation (MWR) programs.

2. Action. Remove pages iii, iv, xii, xxiii, 3-1, 3-3, 3-5, 3-6, 3-8, 3-14, 3-37, 3-38, 3-48, 4-1, 4-11, 4-13, 4-24, 4-25, 4-27, 4-29, 4-33, 4-51, 4-56, 4-57, 4-58, 4-59, 4-60, 6-1, 6-2, 6-3, 6-4, 11-1, 11-5, 11-8, 11-9, 11-22, 15-8, 15-24, 22-3, 23-1, 25-6, 25-7, 25-8, 25-15, F-1, F-2, F-3, F-4, F-5, 0-3, FF-1 and Index pages 1 through 27 of basic instruction and replace with enclosure (1) of this change transmittal.

Tomaszeski

S. J. TOMASZESKI
Rear Admiral, U.S. Navy
Deputy Chief of Naval Personnel

Distribution:
SNDL Parts 1 and 2

TABLE OF CONTENTS (continued)

		<u>Chapter-Page</u>	
Section 320	Professional Organizations	3-21	
Section 321	Management Assistance	3-21	
Section 322	Safety	3-21 thru 31	
Section 323	Self-Insurance Program	3-31	
Section 324	Sale of Phone Cards	3-31 thru 32	
Section 325	Publicly Accessible Web Information Service	3-32	
Section 326	Use of NAF/APF for Internet Connectivity	3-32 thru 33	
Section 327	Retention and Disposal of Records	3-33	
Section 328	Patron Usage Statistics	3-33 thru 34	
Section 329	Acceptance of Gifts	3-34 thru 35	
Section 330	Base Realignment and Closure (BRAC)	3-35 thru 36	
Section 331	Remote and Isolated Installations (APF Support for Category C Programs)	3-36 thru 37	
Section 332	Tobacco/Smoking Policy	3-37 thru 37B	(R
Section 333	Travel	3-38	
Section 334	Nonappropriated Fund Contracting with Appropriated Funded Entities	3-39	

TABLE OF CONTENTS (continued)

		<u>Chapter-Page</u>	
Section 335	MWR's Relationship with Veterinary Treatment Facilities (VTFs)	3-40 thru 41	
Section 336	MWR Customer Service Program	3-41 thru 43	
Section 337	MWR Pulse Point Customer Survey Tool	3-43	
Section 338	Recruiting, Training, and Accepting Volunteer Services	3-43 thru 45	
Section 339	Use of Volunteer Hosts at Marinas, Campgrounds, and Parks	3-45 thru 47	
Section 340	Marketing	3-47 thru 48	
Section 341	Use of Photographs, Audio Tape Or Video Graphic Tape of Patrons	3-48 thru 48A	(A
CHAPTER 4	FINANCIAL MANAGEMENT		
Section 401	References	4-1 thru 2	
Section 402	Responsibility for Funds	4-2 thru 3	
Section 403	Fiduciary Responsibility	4-3 thru 4	
Section 404	Audits and Reviews	4-4	
Section 405	Support of Tenant Activities	4-4 thru 5	
Section 406	Participating Units	4-5 thru 6	
Section 407	Local MWR Fund Financial Management	4-6 thru 7	
Section 408	Administration of Local MWR Funds	4-7	
Section 409	MWR Categories	4-7 thru 14	

TABLE OF CONTENTS (continued)

		<u>Chapter-Page</u>	
Section 439	Host MWR Activity Ashore Receipt of Unused Afloat Unit Allocations of Disembarking Mobile Units, Air Craft Squadrons and Embarked Staffs	4-56	(A)
Section 440	Requirement for Placing Social Security Number on Personal Checks	4-57	(A)
Section 441	MWR Support to Military Missions in Foreign Countries	4-57 thru 60	(A)

TABLE OF CONTENTS (continued)

		<u>Chapter-Page</u>	
Section 1110	Awards	11-21 thru 22	
Section 1111	Safety Program	11-22A thru 24	(R
Section 1112	Sports Governing Bodies/Sports Organizations for Navy Sports and Fitness Activities	11-25 thru 27	
<u>CHAPTER 12</u>	FLEET RECREATION		
Section 1201	Reference	12-1	
Section 1202	Policy	12-1	
Section 1203	Fleet Recreation Coordinator (FRC)	12-1 thru 2	
Section 1204	Fleet Recreation Centers	12-2 thru 3	
Section 1205	Funding	12-4	
<u>CHAPTER 13</u>	SINGLE SAILOR PROGRAM		
Section 1301	References	13-1	
Section 1302	General	13-1	
Section 1303	Liberty Program	13-1 thru 2	
Section 1304	Liberty Program Coordinator	13-2	
Section 1305	Liberty Program Elements	13-2	
Section 1306	Program Execution	13-3	
Section 1307	Liberty Program Recreation Center	13-3 thru 4	
Section 1308	Funding	13-4	

TABLE OF CONTENTS (continued)

		<u>Chapter-Page</u>	
Section 2503	Procedures for Establishment, Operation, and Administration of Gaming Devices	25-2 thru 4	
Section 2504	Specifications	25-4 thru 5	
Section 2505	Transportation	25-5 thru 6	
Section 2506	Regulations for Play	25-6 thru 7	
Section 2507	Audit Board	25-7	
Section 2508	Identification Plates	25-7	
Section 2509	Gaming Device Keys	25-7A thru 10	(R)
Section 2510	Coin Collection	25-10 thru 12	
Section 2511	Maintenance	25-12 thru 13	
Section 2512	Monitoring Machine Performance	25-13 thru 14	
Section 2513	Accounting Instructions	25-14 thru 15	
Section 2514	Statistical Data	25-15 thru 16	
Section 2515	Inventory, Relocation, and Disposal of Gaming Devices	25-16 thru 17	
<u>CHAPTER 26</u>	ENTERTAINMENT		
Section 2601	Reference	26-1	
Section 2602	Entertainment Standards	26-1 thru 4	
Section 2603	DOD Armed Forces Professional Entertainment Program	26-4	

Chapter 3

SUPPLEMENTAL GUIDANCE FOR THE ADMINISTRATION
OF
MWR PROGRAMS

301. References

(a) NAVSO P-1000, Financial Management Policy Manual, Section 075261, Private Organizations

(b) DODINST 1000.15, Private Organizations on DOD Installations, of 23 Oct 97

(c) BUPERSINST 5890.1, Bureau of Naval Personnel Risk Management Manual, of 25 Jun 96

(d) DoDDIR 5500.7, Standards of Conduct, 30 Aug 93

(e) DoD 5500.7-R, Joint Ethics Regulation (JER), 30 Aug 93

(f) DODINST 1015.10, Programs for Military Morale, Welfare, and Recreation (MWR), of 3 Nov 95

(g) DOD 7000.14-R, DOD Financial Management Regulation - Volume 13, Appendix C, of 22 Aug 94

(h) BUPERSINST 7510.1A, Local Fiscal Oversight and Reviews of Nonappropriated Fund Instrumentalities (NAFIS), of 7 Mar 01

(R

(i) BUPERSINST 7043.1B, Procurement Policy for Bureau of Naval Personnel Nonappropriated Fund Activities, of 23 Aug 00

(j) BUPERSINST 5300.10, Bureau of Naval Personnel Nonappropriated Fund Personnel Manual for Navy Nonappropriated Fund Instrumentality (NAFI) Employees, of 3 Dec 97

(k) SECNAVINST 5870.4, Copyrighted Sound and Video Recordings, of 19 Jul 85

(l) BUPERSINST 1710.15, Department of the Navy Entertainment Motion Picture Program Administration, of 31 Jan 96

(aa) SECNAVINST 1700.12, Operation of Morale, Welfare, and Recreation Activities, of 18 Sep 97

(bb) SECNAVINST 5100.13C, Navy and Marine Corps Tobacco Policy, of 2 Aug 02

(R)

(cc) 10 U.S.C. 2482a

(dd) COMNAVSUPSYSCOM ltr 4200 Ser 21C3/8207 SA98-20 of 4 Jun 98 (NOTAL)

(ee) SECNAVINST 6401.1A, Veterinary Health Services, of 16 Sep 94

(ff) Title 10 U.S.C. 1588

(gg) OPNAVINST 6100.2, Health Promotion Program, of 25 Feb 92

(A)

302. Private Organizations

a. Private organizations are not NAFIs and may not operate as a function of the MWR program. The nature, function, and objectives of each private organization will be delineated in a written constitution, by-laws, charter, articles of agreement, or other authorization documents acceptable to the commanding officer.

b. A private organization that offers programs or services similar to either appropriated or nonappropriated fund activities on a Navy installation shall not compete with, but may, when specifically authorized in the approval document, supplement those activities.

c. Commanding officers are responsible for approving private organizations on their installation, and providing supervision. Guidelines on establishment and oversight of private organizations are contained in references (a) and (b).

d. Private organizations will be self-sustaining, primarily through dues, contributions, service charges, fees, or special assessment of members. Private organizations have their own bank account and are required to purchase and maintain liability insurance according to reference (c) to protect the Navy and individual members against liability claims.

program for MWR NAFIs and may be provided other logistical support, (e.g., meeting space, vehicle transportation, the use of equipment, etc.).

304. Special Interest Activities and Programs

a. MWR Support for Navy Birthday Celebrations. Commanding officers administering MWR programs ashore with a single MWR fund participating in RAMCAS on or after 30 September 1998 are permitted use of MWR NAFs to support one annual installation-wide Navy birthday celebration event (e.g., Navy Ball, Submarine Ball, SEABEE Ball). Additionally, regional commanders administering region-wide single MWR funds ashore are permitted to use limited MWR NAFs to support one annual installation-wide Navy birthday celebration (e.g., Navy Ball, Submarine Ball, SEABEE Ball) at each installation (i.e., site) within the region, provided the installation (i.e., site) had an MWR Fund participating in RAMCAS on 30 September 1998. Such Navy birthday celebrations where two or more installations hold a joint event are encouraged subject to the dollar limitations per installation described in paragraph (2) below. Commanding officers/regional commanders shall comply with the following criteria:

(R

(1) MWR should be represented on the Navy birthday event organizing committee,

(2) MWR NAF support is limited to the purchase of such items as entertainment, decorations, e.g., table flower arrangements, and small mementos, and is limited to the following dollar amounts:

(a) Event with less than 250 attendees - \$2,000,

(b) Event with 251 to 500 attendees - \$2,750, or

(c) Event with over 500 attendees - \$3,500.

(3) The members of the Navy birthday event committee should examine the feasibility of holding the event on base. If sufficient MWR infrastructure does not exist to provide appropriate services for a large, infrequent base-wide event such as the Navy Ball, the event should be held off base. The local MWR department should not develop or maintain a food and beverage infrastructure specifically to host such an event.

(4) The local MWR organization should receive appropriate exposure (i.e., recognition for MWR's involvement) for the support provided to the Navy birthday event.

(5) Navy birthday celebration event coordinators are not authorized to solicit or accept unsolicited sponsorship for such events. Events that commemorate Navy birthday celebrations such as Navy balls, submarine balls, SEABEE balls, etc., are not MWR events and are not eligible for support through the MWR corporate sponsorship program.

b. MWR NAF Support for Event to Commemorate the Battle of Midway. Commanding officers administering MWR programs ashore are permitted use of MWR NAFs to support an annual installation-wide Battle of Midway Commemoration event using the same criteria contained in section 304a(1) for Navy birthday celebration events.

(1) Using similar criteria in section 304a(2), commanding officers may request reimbursement from the Navy Personnel Command Central Nonappropriated Fund for authorized MWR NAF expenses incurred for the event. However, reimbursement will only be provided for one event, i.e., either the Navy birthday celebration event or the Battle of Midway Commemoration event, and not both events.

(2) Events commemorating the battle of midway are not MWR events and are not eligible for support through the MWR corporate sponsorship program.

c. Other Special Interest Programs. References (d) and (e) provide guidance for signing compliance statements and prohibits certain forms of gambling which involve the collection of money

h. Playing of raffles may be included in MWR advertisements. In accordance with 18 U.S.C. 1307, distribution of such advertising material may be made through the U.S. Postal Service when the playing of raffles is authorized (or not otherwise prohibited) by the State in which it is conducted.

i. Before the awarding of any raffle prize worth in excess of \$600, raffle winners will provide their name, social security number (see section 440), and address before receiving the prize. A 1099-R will be issued for each prize awarded where the value of the prize is \$600 or more. Section C0505 of reference (g) applies. If the winner is a sponsored guest, the sponsor's name will also be recorded.

(R)

(2) Monte Carlo. Monte Carlo is a scheduled MWR event that provides games and activities played exclusively for entertainment and do not provide any monetary gain in the form of legal tender to the participant. This does not preclude the award of prizes (non-monetary). Once a patron purchases the necessary instrument; that is, tickets, chits, or chips, for use to participate in the available games and activities, no reimbursement may be made for unused or accumulated instruments. In the United States, Monte Carlo games shall conform to State and local requirements unless these events are played at installations under exclusive Federal jurisdiction, i.e., fully ceded. International agreements apply overseas.

(3) The giving away of a free prize, for which "no purchase is required" is permitted.

(4) MWR is permitted to operate Bingo programs when operated according to the provisions of chapter 24.

(5) Slot machines are permitted when specifically authorized by COMNAVPERSCOM (see chapter 25).

(6) MWR will maintain detailed financial records of raffles, monte carlo, bingo prizes, and gaming machines. Individual prizes and/or awards, which total \$600 or more, will be reported on IRS Form 1099. One-game winnings of \$1,200 or more from a bingo game or slot machine will be reported on IRS Form W-2G. Reference (g) applies.

public settings at Navy activities. Failure to comply with the above regulation may place the Navy in violation of Federal copyright laws and existing contractual agreements between the Navy and movie distributors.

e. Reproducing copyrighted sound and video recordings on Navy installations, using government APF or NAF-owned equipment, is prohibited.

311. Satellite and Cable TV Reception Overseas. As provided in reference (m), the American Forces Information Service, Office of the Assistant Secretary of Defense (Public Affairs) [OASD(PA)], through the Naval Media Center, is the only source authorized to negotiate for, procure, and distribute commercial and public broadcasting service programming to U.S. forces overseas. Requests to bring additional radio and television broadcasting service to U.S. forces overseas via non-U.S. armed forces radio and television service satellite receiver stations and/or cable distribution systems must be submitted via the Naval Media Center to the American Forces Information Service for approval. See chapter 4, section 420bb for additional information concerning the use of MWR NAFs for satellite/cable fed television-viewing services. (R)

312. Navy Motion Picture Service (NMPS). NMPS (PERS-651) has the exclusive responsibility for the administration and management, including procurement and distribution, of entertainment motion pictures for shore and afloat units within the Navy. Reference (l) pertains. This responsibility further extends to the Marine Corps (USMC), Coast Guard (USCG), ships of the Military Sealift Command (MSC), designated ships of the National Oceanic and Atmospheric Administration (NOAA), State Department Foreign Service posts and various embarked, deployed, research, and expeditionary forces worldwide. NMPS provides entertainment movies on 8mm videocassette to afloat and shore units and on 35mm film to designated shore stations.

313. Recyclable Materials Program

a. Recycling is not an MWR program. Recycling is an APF responsibility. However, the MWR department may manage recycling programs. Chapter 3 of reference (n) provides that APFs should be the primary source of funding for a qualified

regular manning complement of the base, but are assigned for training, for liberty, or for other temporary purposes.

(5) Short tour location

a. Assignment locations less than 36 months accompanied or 25 months unaccompanied.

b. Short tour locations established in recognition of community support, family separation, environmental, cultural, mission, or other factors.

c. Conditions at short tour locations that are judged to create enough of a hardship on the military member that a reduced tour length is appropriate.

(6) Geographic Separation

a. Installations that are geographically separated are defined as sites with less than 3,000 active duty military assigned and at least 1 hour commuting time (during normal driving conditions) from a community (or other military installation) that has three or more different Category C type programs, with one or more of these activities being a bowling center, golf course, or marina.

b. Significant cultural differences.

b. Documentation concerning an installation's acceptability for being considered a candidate as "remote and isolated" status must be submitted in a request to the Assistant Secretary of Defense (Force Management Policy) [ASD (FMP)]. All installations designated as "remote and isolated" locations are required to submit re-justification when circumstances change substantially.

332. Tobacco/Smoking Policy. Reference (bb) provides that it is DON policy that smoke-free DON facilities be established to protect all DON civilian employees and military personnel and members of the public visiting or using DON facilities from the health hazards caused by exposure to tobacco smoke. DON policy is to reduce tobacco use and protect personnel from involuntary exposure to ETS to the greatest extent possible. Accordingly,

(R

the following tobacco/smoking policy is effective for all MWR activities and facilities:

a. Basic Tobacco Use Policy. Smoking, including the use of smokeless tobacco products, is prohibited in all MWR activities and facilities (e.g., restaurant, snack bar, lounge, bingo room, bowling center, etc.) except in or at designated "smoking areas." The operation of "smoking permitted" MWR activities and facilities is prohibited. (R)

(1) For MWR Patrons. The selection and establishment of designated "smoking areas" will not be based upon the convenience of smokers, but upon those factors, which prevent involuntary exposure to ETS and the pollution of surrounding areas. Where conflicts arise between the rights of nonsmokers and the rights of smokers, the rights of nonsmokers to a smoke-free airspace shall prevail. (R)

(a) An indoor designated "smoking area" is defined as an enclosed area within an MWR activity or facility maintained under negative pressure sufficient to contain tobacco smoke in the designated area with a system to exhaust the smoke directly to the outside away from air intakes. MWR employees shall not be required to enter a designated "smoking area" while in use by smokers. (R)

(b) An outdoor designated "smoking area" is defined as a separate smoking area at an outdoor MWR activity or facility, as appropriate, to protect personnel from involuntary exposure to ETS. (R)

(2) For MWR Employees. Outdoor smoking areas shall be designated, when possible, which are reasonably accessible to MWR employees and provide a measure of protection from the elements such as existing awnings and covered areas, overhangs of buildings, etc. Smoke-break areas for employees should only be outdoors and away from common points of egress/out of the MWR facility and not in front of building air intake ducts. The distance from building entry ways/egresses which smokers must maintain is to be determined by the CO. This policy does not require that funds be used to provide sheltered outdoor smoking areas. (R)

b. Review by Installation's Environmental Engineer. The establishment of designated "smoking areas" is prohibited unless specifically authorized by the CO, considering the recommendations of the environmental engineer following a review of the ventilation system plans and site visit. (R)

c. Use of Tobacco Products in MWR Vehicles and Enclosed Spaces of Boats. The use of tobacco products in MWR vehicles and enclosed spaces of motorboats and sailing craft is prohibited. (R)

d. Promotional Programs

(1) Navy components shall not participate with manufacturers or distributors of tobacco products in promotional programs, activities, or contests aimed primarily at Navy personnel, except as noted in reference (gg). It is the DON policy that Navy components shall not participate with manufacturers or distributors of tobacco products in promotional programs, activities, or contests aimed primarily at Navy personnel. That policy does not prevent accepting support from these manufacturers or distributors for worthwhile programs benefiting Navy personnel when no advertised cooperation between the Navy and the manufacturer or distributor directly or indirectly identifying a tobacco product with the program is required. Nor does it prevent the participation of Navy personnel in programs, activities, or contests approved by the manufacturers or distributors of such products when that participation is incidental to general public participation. (R)

(2) Retail outlets will not enter into any merchandise display or promotion agreements, or exercise any options in existing agreements, that provide for any increase in total tobacco shelf-space which would exceed existing space as of 15 October 1997. This provision does not prohibit coupons, or incentives that allocate tobacco shelf-space among brands so long as total tobacco shelf-space is not increased.

(3) Retail outlets will not use self-service promotional displays outside of the principal tobacco display area or accept incentives to increase the total number of tobacco displays.

e. See section 2314a(5) for policy concerning the sale of tobacco products in MWR facilities.

333. Travel. Travel performed by naval or civilian personnel for MWR activities will be authorized in writing by travel orders from competent authority. This travel may be performed by Government vehicle, commercial transportation, or through use of one's personal vehicle, and is reimbursable by the Government per the Joint Travel Regulations. Travel costs are authorized as APF or NAF expenses as follows:

a. Military and APF Personnel. Travel by naval or civil service personnel in connection with conferences, training schools, or other essential business involving departmental administration should be at Government APF expense. See section 410 for travel funding rules. APF is the proper funding source.

b. NAF Personnel. Travel by an employee paid with NAFs will be at the expense of the NAFI, unless the travel is directed by an authorized DOD official and relates to business supported by APF funds, in which instance APF funds may be used.

c. Marketing Plan. Adopting a marketing approach can make a significant difference in patron satisfaction, community awareness of facilities and services and the financial viability of MWR operations. Information on development of marketing plans (e.g., for food and beverage operations) distributed by NAVPERSCOM (PERS-65) as a supplement to assessment tools will help local commands in developing marketing strategies and action plans. The marketing plan should ensure that appropriate resources are budgeted for MWR activity managers, e.g., golf bowling, food and beverage, ITT, outdoor recreation managers, to perform periodic local market assessments.

341. Use of Photographs, Audiotape or Video Graphic Tape for Commercial Use. MWR activities must be sensitive to the commercial use of photographs, and audio and video tapes of individuals. Some patrons may not wish to have their likenesses used for commercial purposes, e.g., on a poster advertising an upcoming MWR event. To prevent any potential conflicts, appendix FF is provided for use by local MWR operations to obtain permission from an individual if their likeness will be used for commercial purposes. (A)

a. Appendix FF must be signed before a likeness of an individual may be used as part of an effort to solicit future business. Likenesses used in advertisements, posters, handouts, flyers, etc., to promote future business will require consent from any identifiable individual in a photograph audiotape or videotape. (A)

b. Photographs or audio and video graphic material taken for use in publications meant for an internal Audience (e.g., MWR employees or MWR patrons) which are used to show events that have already taken place, do not required the use of appendix FF. For example, if photographs are used in support of a news article telling about an event that has taken place, no consent form is needed. (A)

c. Local MWR activities are responsible for obtaining signed releases if there is potential for interfering with an individual's right to privacy. Unintentional conflict can be avoided by the following: (A)

(1) Obtain a release form, even if it is initially intended only to use the individual's image for newsworthy (A)

purposes. In this case, the individual's photograph, voice or video picture may be used in the future for other trade or commercial uses.

(2) For children and youth under the age of 18, the release must be consented to and signed by a parent or legal guardian. (A)

(3) Make certain your caption accurately reflects the purpose of the photograph, audio or video tapes. (A)

(4) Take care when cropping a photograph not to alter the context in which the photograph was taken. (A)

(5) Obtain a signed release when using photographs in revenue-generated advertisement and promotional ads. (A)

(6) Obtain review by the local Staff Judge Advocate or Office of General Counsel attorney to ensure appendix FF and the statement contained in section 341d below complies with State law. (A)

d. The following statement shall be incorporated into registration/entry forms or hold harmless agreements, in which an individual's photograph, voice or video picture may be used to promote/publicize similar upcoming MWR programs, activities or events: (A)

I, _____, hereby give Navy Morale, Welfare and Recreation (MWR) _____(Command)_____, Navy, their agents and employees the right and permission to use, reuse, and/or publish photographic, audio, and video graphic materials of me while participating in a [TYPE OF PROGRAM, EVENT, ACTIVITY] of Navy MWR [COMMAND]. I do hereby waive the right to inspect and/or approve the photograph, audiotape, and/or videotape. I further agree that those who act on behalf of Navy MWR [COMMAND] may transfer, use or cause to be used these photographs, audio tapes, and/or videotapes for promotional, recruiting, or educational purposes, without any limitation, reservation, or compensation, other than the receipt of which is hereby given. This consent is given for any photographs, audiotapes, and/or videotapes, which have been taken, about to be taken, or will be taken. (A)

Chapter 4

FINANCIAL MANAGEMENT

401. References

- (a) NAVSO P-1000, Financial Management Policy Manual, Section 075500, Morale, Welfare and Recreation
- (b) DODINST 1015.10, Programs for Military Morale, Welfare, and Recreation (MWR), of 3 Nov 95
- (c) DOD 7000.14-R, DOD Financial Management Regulation - Volume 13, of 22 Aug 94
- (d) Recreation and Mess Centralized Accounting System (RAMCAS) Handbook (Updated annually) (NOTAL)
- (e) DODDIR 1401.3, Employment Protection for Certain Nonappropriated Fund Instrumentalities Employees/Applicants, of 19 Jul 85
- (f) BUPERSINST 7510.1A, Local Fiscal Oversight and Reviews of Nonappropriated Fund Instrumentalities (NAFIs), of 7 Mar 01
- (g) SECNAVINST 5040.3, Naval Command Inspection Program, of 7 Jul 94
- (h) SECNAVINST 5401.2, Establishment, Management and Control of Nonappropriated Fund Instrumentalities, of 28 Jun 82
- (i) BUPERSINST 7043.1B, Procurement Policy for Bureau of Naval Personnel Nonappropriated Fund Activities, of 23 Aug 00
- (j) DOD 1015.8-R, Civilian Morale, Welfare, and Recreation (MWR) Activities and Supporting Nonappropriated Fund Instrumentalities (NAFIs), of 1 Nov 85
- (k) BUPERSINST 12990.1, Operation of Navy Civilian Morale, Welfare, and Recreation (MWR) Activities, of 18 Jan 95
- (l) DODDIR 1000.11, Financial Institutions on DOD Installations, of 9 Jun 00

(R

restaurant, or resale outlet is authorized only as a Category C program.

(e) Riding stables, government-owned or -leased, i.e., facilities, programs and activities with government-owned or -leased horses used for recreational riding.

(4) Individual recreation skill programs

(a) Amateur radio, i.e., long distance two-way radio operation associated with the military affiliated radio system.

(b) Performing arts (music, drama, and theater), i.e., programs that provide for participation in or attendance at theater centers, dinner theaters, music centers, performing arts centers, pageants, special entertainment events, and community activities.

(c) Arts and crafts skill development, i.e., facilities, programs and activities that emphasize learning by "doing" through formal and informal instruction in fine arts, crafts, and industrial and vocational arts (e.g., ceramics, wood working).

(d) Automotive crafts skill development, car wash, and privately owned vehicle (POV) storage. Ancillary resale outlets are Category C activities.

1. Storage of privately owned vehicles for forward-deployed military personnel (does not include recreational vehicles or equipment such as boats, RVs, campers, Jet Skis, etc.) shall be free of charge during period of deployment. (A

2. MWR may charge fees to cover costs for "additional services" offered for owners of vehicles who are forward deployed, such as once-a-month startup service, preparation of vehicle upon return from deployment, etc. (A

(e) Bowling Centers (12 lanes or less). Snack bars and ancillary merchandise resale outlets are Category C activities.

(f) Sports programs (above intramural level), i.e., individuals or teams representing the installation or higher level in athletic/sports competition.

c. Category C: Business Activities. Category C activities have the highest capability to generate revenue through the sale of goods and services to authorized patrons. Category C activities include bowling centers (13 lanes or more), golf, food and beverage outlets (e.g., clubs, snack bars), marinas, etc. Business activities receive only limited, indirect APF support. However, business activities at remote and isolated

(7) Rod and Gun Club Program (i.e., facilities and programs for trap and skeet). May also include hunting, fishing, and related sportsmen's activities.

(8) Riding stables (i.e., facilities and programs for boarding and riding of patron-owned horses).

(9) Video program. Leisure time opportunities for individuals who have a common interest in video entertainment and technology. Includes video tape and peripheral equipment checkout and rental as well as limited resale services.

(10) Resale programs. Resale programs that are program specific. Otherwise, NEX shall be the primary source of resale merchandise and services on Navy installations. MWR programs shall obtain, in advance, written right of first refusal from NEXCOM to operate any other resale or service activity.

(11) Amusement and recreation machines and/or gaming. Includes amusement machines, such as video and pinball machines that do not provide a pay-out, and recreation machines, such as slot machines, that provide a pay-out to the player.

(12) Bowling Centers (13 lanes or more).

(13) Golf Courses.

(14) Boating activities (i.e., marinas with resale or private boat berthing).

(15) Equipment rental. Equipment purchased with NAFs for the purpose of being rented out to authorized MWR customers. Includes the rental of items such as lawn mowers, roto tillers, chain saws, large boats, and trailers designed for overnight issue. Includes all resale activities and retail outlets that sell specialized outdoor recreation equipment, clothing, gear, and supplies.

(R

(16) Unofficial commercial travel services. Economical commercial leisure travel services, which are usually contracted and defined by high dollar volume, special licensing authority or certification, and other requirements not routinely attainable or suitable to Government involvement. Services may

generate a profit (i.e., Category C MWR business activities). The MWR director should establish financial objectives (self-sufficiency/cost recovery/asset replacement) for each MWR activity through the annual MWR NAF budget process. Once the budget is approved by the commanding officer, these financial objectives should be the standards by which the activities are evaluated, e.g., the same as NAVPERSCOM-imposed policy standards for MWR business activities, e.g., food and beverage, golf and bowling programs.

b. The level of charges for programs should be governed by the need to meet the operating cost of providing a varied and balanced MWR program, including NAF costs for staff, maintenance, replacement of equipment, and other overhead.

c. Fees established for activities of a highly specialized nature involving limited interest and participation should be sufficient to offset the costs of the operation, including acquisition cost of the equipment and operation or maintenance cost.

d. Some Navy installations have been granted specific approval to extend patronage to the civilian public for limited use of selected Category C MWR activities, i.e., under the provisions of reference (b) and section 606 of this manual. Fees should be established for use of MWR Category C programs by these civilian groups at a rate higher than for primary users to preclude subsidization of civilian interests by the military population.

e. Reference (b) provides that fees may be established for recreation rental equipment originally obtained with APFs to offset NAF costs associated with management and maintenance of the equipment.

f. In recognition of the contribution to maintenance of physical fitness, there shall be no fees or charges for MWR patron categories listed in section 604 under Armed Forces and their family members, Other Uniform Services and Armed Forces Retirees and their family members to access MWR Category A fitness activities. Category A fitness activities include facilities and programs such as fitness centers, gymnasiums, indoor courts, outdoor courts and fields, fitness pools, and

(R

recreation pools during hours scheduled for physical fitness or lap swimming.

(1) Additionally, fees will not be charged active duty members (includes members of the Reserve Components - (see section 604)) for the checkout of basic Category A recreational sports equipment, e.g., game bags, bats, balls, etc., essential to participation in physical conditioning activities.

(R)

(2) These groups may be charged for fitness programs and services provided by certified personnel under NAF service contract (e.g., group exercise classes, personal training service, massage service, etc.).

(R)

g. As a general policy, fees and charges should be applied to enrich the program and provide services which could not otherwise be offered, as well as provide for recapitalization of worn-out assets.

h. Rental fees should amortize the NAF cost of the equipment and/or maintenance requirements as well as replacement costs (e.g., golf carts, campers, and outboard motors).

i. The overhead costs which result from the collections of fees and charges should be carefully considered before fees and charges are authorized.

j. When fees are established for groups within specific patron categories, no one should be exempt from payment. Each individual should be charged the established fee for an equivalent amount of participation.

(R)

k. All groups within the patron categories defined in section 604, as Armed Forces and their family members, Other Uniform Services, and Armed Forces retirees and their family members will be charged the same fees for access to MWR activities except for access to child development and school-age programs. Fees for child care and school-age programs are set annually by DOD and are based on total family income.

(R)

l. Fees for participation in MWR-sponsored activities or services may not be paid directly to instructors or individuals providing the service. All such fees will be deposited in the MWR fund. The MWR Fund will subsequently provide payment to the

Instructor providing the service in accordance with the agreement that MWR has with the instructor/individual.

412. MWR Red Flag System

a. MWR Funds will be subject to review under the NAVPERSCOM MWR Red Flag system. Under this system, quarterly notification may be made to the appropriate Echelon 2 for MWR Funds that meet one or more of the following criteria:

specified time frame, a late fee may be charged. This requirement should be highlighted on the private party contract.

414. Petty Cash and Change Funds. Petty cash and change funds, authorized in writing by the commanding officer, may be maintained in amounts consistent with the needs of the MWR program, and administered per sections C050601, C050602, C050603 and C050604 of reference (c). (R)

a. The petty cash fund will be reviewed and reimbursed (i.e., replenished) each month when expenditures exceed \$100. When expenditures are less than \$100, reimbursement of the petty cash fund is required during the month that total expenditures exceed \$100, but not less than once per quarter (i.e., December, March, June, and September).

b. Bingo program petty cash funds will be reimbursed not less than once each accounting month.

c. The principal of accrual accounting (i.e., recording expenses in the month incurred) applies. For example, at the end of the month, unreimbursed petty cash expenditures are to be identified and recorded in the general ledger on an accrual journal voucher.

415. Check Cashing, Currency Conversion Services and Automated Teller Machines

a. The commanding officer may authorize MWR to provide check cashing and foreign currency conversion services at specified activities, e.g., a food and beverage activity, MWR administrative office, etc., when determined to be a needed service to the Navy community.

b. Reference (l) prohibits DOD activities from engaging in retail banking operations. Operation and maintenance of automatic teller machines (ATMs) are the responsibility of financial institution(s) authorized to provide on-base retail banking services. Proposals/requests to install ATM equipment in an MWR facility will be done in accordance with procedures contained in reference (m).

(2) Mileage. Reimbursement for mileage will be at the Government POV rate. Mileage should be documented to claim reimbursement.

(3) Parking and Tolls. Parking and tolls will be reimbursed upon presentation of receipts.

(4) Telephone. Toll calls not covered by command telephone credit cards may be reimbursed upon presentation of receipts.

(5) Official-Business Access-Utilization Expense for Electronic Mail, e.g., FAX, E-Mail.

e. Commanding officers are authorized to use MWR NAFs in the amount of \$50 per ombudsman, not to exceed a total of \$500 per MWR fund per year, for recognition or appreciation events/awards. Regional commanders administering region-wide single MWR Funds are authorized to use MWR NAFs for such events/awards in the amount of \$50 per ombudsman, not to exceed a total of \$500 per installation per year, provided the installation had an MWR Fund participating in RAMCAS on 30 September 1998. (R

f. Under authority granted by 10 U.S.C. 1588(f), commanding officers have the discretionary authority to install telephone lines and any necessary telecommunication equipment in the private residences of individuals providing voluntary services to the U.S. Armed Forces. This equipment would be available for official use in connection with the voluntary services provided. APF or locally generated NAF and/or unit allocations may be used for the installation of this equipment.

418. MWR Support for Sailor of the Year. Commanding officers are authorized to use MWR NAFs in the amount of \$50 per Sailor of the Year, not to exceed a total of \$500 per MWR Fund per year, for Sailor of the Year recognition or appreciation events/awards. Regional commanders administering region-wide single MWR Funds are authorized to use MWR NAFs for such events/awards in the amount of \$50 per Sailor of the Year, not to exceed a total of \$500 per installation per year, provided the installation had an MWR Fund participating in RAMCAS on 30 September 1998. (R

419. Utilization, Support and Accountability (USA) Practice for
MWR NAFIs

a. Policy

(1) The Utilization, Support and Accountability (USA) Practice is a tool in providing flexibility to both the field activity commanding officer and the MWR director, if they choose to adopt these practices, that maximizes the availability of APF

Managers will conduct an annual review of the USA Practice process.)

(9) The OP-34 will continue to display the total amount of APF that is used to fund authorized individual MWR functions. APF provided through the USA Practice will be a part of the total amount budgeted for MWR and will be reflected as a memo entry.

(10) Some local installations and most Navy regions have consolidated the management of many or all Quality of Life (QOL) functions (e.g., Fleet and Family Services, Visiting Quarters, Housing, Navy Exchange, etc.) under the single management of a QOL director. The QOL director provides executive control and command supervision over functions that support planning, organizing, directing, coordinating, and controlling the overall operations of QOL programs that comprise many components authorized by DoD policy to be funded with APF. DoD Policy does not permit using MWR funding (including use of the USA Practice) to subsidize any portion of the QOL director's duties not directly related to MWR functions. Installation and regional commanders should use one of the following methods to pay personnel costs for QOL directors:

(a) Employ a civil servant in the position (i.e., establish the full-time equivalent and pay salary using APF).

(b) MWR provides the service (i.e., provides a NAF employee to function as the QOL director). The installation or region enters into a Memorandum of Agreement (MOA) with MWR to provide this service and the comptroller pays MWR the cost of salary and benefits for the QOL director using APF that is not part of the MWR or CD SIs.

(c) The QOL director's position may be filled as a NAF position, however, only the portion of salary directly attributable to the MWR program is authorized USA. The command must maintain detailed documentation supporting the portion of the QOL director's time spent on each program. A written agreement with the command must be established designating the funding source for the non-MWR portion of the QOL director's salary. This non-MWR funding may either be APF or NAF (Visitors' Quarters funds). If APF is used, a line of

accounting must be specified in the agreement. If NAF is used, a purchase order or similar documentation must be provided.

c. Responsibilities

(1) Navy Personnel Command MWR Program Manager (PERS-65). PERS-65 will monitor APF and NAF programs, budget, and execution reports of the proper use and suitable allocation of APF and NAF resources, to include funding provided through the USA Practice. PERS-65 will annually report the APF support received through the USA Practice by expense element to the Assistant Secretary of the Navy (Financial Management and Comptroller).

(2) Commanding Officers. Commanding officers administering MWR programs ashore will establish a MOA, which will normally be negotiated prior to the beginning of the fiscal year. The MOA will:

(a) Specify the use of the USA Practice and the MWR services, by function, to be provided by the NAFI to meet APF support requirements for the MWR program.

(b) Specify the APF support (amount and obligation schedule) to be provided, and that such funding is subject to availability of funding.

1. This clause is included to clarify that the MOA, prepared prior to the start of the fiscal year, is subject to change if the station budget base changes and that obligations are not valid until funds are available.

2. The MOA will also include a provision that requires the NAFI to maintain detailed accounting records of APF provided to the MWR program and the purposes for which those funds are used. This detail is necessary to satisfy budgeting and reporting requirements.

to the MWR accounting office. Conversely, if the MWR accounting office prepares the invoice, a copy must be forwarded to the catering office. This copy must be matched against the event contract to ensure receipt of the amount due. Discrepancies must be investigated on a timely basis.

(5) Care must be taken to ensure that all amounts due (i.e., recorded as outstanding accounts receivable on the balance sheet) at the end of the month, are fully supported by event contracts and matching invoices.

(6) In cases where an individual or group books a multi-day event (e.g., a workshop or conference that extends over 3 days), a single contract may be produced that itemizes the details for each day of the event. Conversely, if preferred by the patron, multiple contracts may be produced, one for each day. A single invoice may be submitted to the patron or group that includes charges for the multi-day event.

(7) SOPs for the collection of invoices should be established locally. SOPs should include a detailed outline of the process for collection of outstanding accounts receivables. Activities may find it helpful to identify collection timelines (e.g., phone calls begin within 3 days of the event, within 10 days a letter is written to the sponsor, within 20 days a reminder letter is written indicating the collection will be turned over to the MWR accounting office, etc.). It is suggested that the catering program manager and the MWR business office manager coordinate an acceptable collection procedure and ensure it is documented in writing for use by both MWR catering and business office personnel.

(8) Locally developed private party/event contracts may be used to replace NAVPERS 1756/19. However, essential data elements must always be included on any locally developed contract (automated or manual) including:

- (a) Facility name/address/phone number
- (b) Sponsor name/address/phone number
- (c) Sponsor's Social Security Number (see section

440.)

(R

amortization of a yearly bowling locker fee of \$30.00 results in monthly entries of \$2.50; a yearly subscription for maintenance support of \$300.00 results in monthly entries of \$25.00). This practice, although consistent with accrual basis accounting, is time-consuming and inefficient. In keeping with best business practices and in an effort to streamline and improve accounting processes, commanding officers are authorized to record unearned income and prepaid expenses according to the following:

(1) For monies received in advance of provision of goods and/or services (e.g., yearly membership dues), when the total amount for a single advance payment transaction does not exceed \$1,000.00, monies should be recognized as revenue in the month received.

(2) For expenditures made in advance of the use of goods and/or services (e.g., prepaid contracts), when the total amount of a single expense item does not exceed \$1,000.00, the expenditure should be immediately recognized, i.e., expensed in the month it is incurred.

(3) All advance payments or prepaid expenses exceeding the \$1,000.00 per item criteria noted in section 438b(1) and 438b(2) above should be recorded as unearned income or prepaid expenses, respectively, and accounted for in accordance with reference (d).

(4) Accounting for prepaid supplies and minor property items are not affected by the policy in this section and will continue to be accounted for following procedures outlined in reference (d).

439. Host MWR Activity Ashore Receipt of Unused Afloat Unit Allocations of Disembarking Mobile Units, Aircraft Squadrons and Embarked Staffs. Cognizant fleet commanders, type commanders, and Marine Corps commanders are authorized to permit the transfer of unused afloat unit allocations of disembarking mobile units, aircraft squadrons and embarked staffs to the unit's host MWR activity ashore. In these cases, the amount of unused unit allocations to be transferred will not exceed the rate of \$2.50 per person per quarter. No more than two quarters of unit allocations may be transferred. Upon receipt by the host MWR activity ashore, the funds shall be credited to the unit's recreation allocation account.

(A)

440. Requirement for Placing Social Security Number on Personal Checks. Section C050605.C.3 of appendix C to reference C requires social security numbers (SSN) be placed on personal checks prior to receiving cash or merchandise except when MWR maintains a centralized secure system of records containing the patron's social security number. Potential identity theft and the desire for personal confidentiality are of concern to our patrons. Accordingly, local MWR departments shall establish and maintain a system in which patrons' SSNs are retained in a centralized secure database in order to eliminate as much as possible the need to place SSNs on personal checks.

(A)

441. MWR Support to Military Missions in Foreign Countries

(A)

a. This policy is applicable to military personnel assigned to Defense Attache Offices, Security Assistance Offices, Military Liaison Teams, or are permanently assigned as technical assistance field training personnel. Enclosure (11) to reference (b) sets forth policy for MWR support responsibilities to military missions in foreign countries. The Marine Corps is responsible to provide MWR support for personnel in Marine Security Guard Detachments located at embassies. Responsibility for geographical areas by military departments is:

- | | |
|---|-----------|
| (1) U.S. European Command
(includes Russia) | Army |
| (2) U.S. Northern Command
(effective 1 Oct 02)
(includes Canada and Mexico) | Air Force |
| (3) U.S. Southern Command | Army |
| (4) U.S. Forces Korea | Army |
| (5) U.S. Pacific Command
(excludes Korea) | Navy |
| (6) U.S. Joint Forces Command | Navy |
| (7) U.S. Central Command | Air Force |

(A)

b. The primary funding source for MWR support to military missions in foreign countries is APF with the exception of unit recreation fund allocations. MWR support includes unit recreation fund allocations, access to fitness activities, and library, recreation and movie support.

(A)

(1) Unit Recreation Fund Allocations. NAF unit recreation fund allocations are used for off-duty leisure activities that promote unit cohesion and are based on an annual per capita allocation for permanently assigned military personnel. Requests for unit recreation allocation support may be submitted to Navy Personnel Command (PERS-652D) via fax (901-874-2006 or DSN 882-2006). Requests for unit recreation fund allocations shall include the number of active duty personnel permanently assigned to the command, point of contact, mailing address, phone numbers (voice and fax) and email address. Units are not authorized to receive unit recreation allocation support from more than one military service. For additional information or questions, email p652d@persnet.navy.mil. See section 423a(1) for additional information.

(A)

(2) Library Support. Chief of Naval Education and Training (CNET) is responsible for provision of library support commencing in fiscal year 2003. Support includes paperback book kits, magazine kits, and information regarding available online periodical and newspaper services.

(A)

(3) Recreation Support. Information concerning access to recreation tickets and tours by military personnel is available on the Internet at www.mwritt.com. The site links to the Navy's ITT Program, the Military Ticket Voucher Program and the Navy Southeast Asia Ports of Call.

(A)

(4) Movie Support. The Navy Motion Picture Service provides 8mm videotapes to authorized remote locations. Requests for movie support may be submitted to Navy Personnel Command (PERS-659B) via fax (901-874-6831 or DSN 882-6831) or email to p650b@persnet.navy.mil. Movie support should include the point of contact, FPO/APO address, phone, fax, e-mail, location where the movies will be shown (e.g., lounge,

(A)

recreation room), and the number of active duty permanently assigned.

(5) Fitness Support. Military personnel will have access to APF-funded fitness facilities, equipment, and programs, which support cardiovascular, endurance, flexibility, and strength conditioning to maintain fitness. Units requesting fitness support shall submit a request to PERS-651. The unit must determine the most cost-effective option to provide access to fitness facilities. Options would include use of a nearby U.S. military installation or host country fitness facility, within a 30 minute commute of the surrounding civilian community, or dedicated fitness space in the unit's office spaces.

(a) If requesting funding for fitness equipment, the request shall contain:

1. an outline of the local situation concerning availability of fitness facilities;

2. information on total square footage of area, availability of electrical power, complete shipping address, point of contact, phone number, and email address;

(b) if requesting membership in commercial fitness facility, the request shall contain:

1. brief description of the fitness options that were considered;

2. list of services offered by the recommended fitness facility;

3. annual/monthly membership fees (military discounts should be negotiated);

4. number of permanently assigned active duty personnel;

5. total dollar amount of request (include price proposal from commercial fitness facility that clearly documents name of fitness facility, telephone number, address and number and cost of monthly/annual memberships to be purchased); and

6. unit's point of contact telephone number and email address.

(A)

7. membership in local commercial fitness facilities will be in the name of the unit for all assigned military personnel. Usage will be monitored and continuation of membership evaluated annually based on need and availability of resources.

(A)

c. Additional information is available from NPC (PERS-651) at 901-874-6631 or (DSN) 882-6631 or e-mail to p651@persnet.navy.mil.

(A)

Chapter 6

PATRON ELIGIBILITY

601. References

(a) SECNAVINST 1700.12, Operation of Morale, Welfare, and Recreation Activities, of 18 Sep 97

(b) BUPERSINST 1710.15, Navy Entertainment Motion Picture Program Administration, of 31 Jan 95

602. General. The primary purpose of the MWR program is to meet the recreational and social needs of active duty personnel and their family members. All such personnel are authorized to use Navy MWR facilities, equipment, and services and to participate in all aspects of the MWR program. Once patron priority is established, use of MWR programs is on a first-come, first-served basis.

a. Use of MWR programs, including the purchase or rental of goods and services, is for the exclusive benefit of authorized patrons. The purchase or rental of goods and services from MWR activities on behalf of, or for resale to, unauthorized MWR patrons, groups or organizations is prohibited. This prohibition is not intended to prohibit an authorized patron from purchasing an item of merchandise from an MWR activity as a bonafide gift. (A)

b. Patrons are prohibited from using MWR facilities, programs or services to conduct a personal business-based enterprise, except as permitted through properly executed concessionaire or services contracts. (A)

603. Priority Use. Enclosure (3) of enclosure (1) to reference (a) provides the patron eligibility criteria to determine MWR program access. If MWR facilities cannot accommodate all authorized patrons, the commanding officer determines specific use priorities. (A)

a. The priorities for those authorized to use MWR facilities in such situations will be based on the priority order established in sections 604 and 605. All active duty personnel including members of the Coast Guard, regardless of (A)

Armed Service affiliation or duty station, shall be provided access to MWR facilities, programs and services on an equitable basis. Establishment of patron priorities, which limit or restrict MWR facility access to one patron category or authorized group while permitting access to the facility by a lower priority category or group is prohibited.

b. The 1991 National Defense Authorization Act, Public Law 101-510, provides that members of the Ready Reserve, and their family members, shall be permitted use of Category C activities on the same basis as Armed Forces members on active duty and their family members. It also provides that members of the Retired Reserve, including those who will qualify for retired pay at age 60 but have not yet reached age 60, and their family members, are permitted use of Category C activities on the same basis as the members retired from active duty and their family members. Accordingly, the provisions of this Public Law shall be applied whenever it is necessary to prioritize access to MWR Category C facilities.

(R

604. Unlimited Use of MWR Activities. The following chart lists groups authorized unlimited use of all MWR programs:

Unlimited Use of MWR Programs

CATEGORY	AUTHORIZED GROUP
Armed Forces and their families	<ul style="list-style-type: none"> • Members on active duty. • Members of the Reserve Components (Ready Reserve and National Guard; Reservists in training); • Delayed Entry Personnel (DEP) (see section 608). • Cadets of Service Academies.
Other Uniformed Services	<ul style="list-style-type: none"> • Members of the Coast Guard and their family members; • Commissioned Corps of the Public Health Service; • Commissioned Corps of the National Oceanic and Atmospheric Administration on active duty.
Armed Forces retirees and their family members	<ul style="list-style-type: none"> • Retired from active duty. • Retired from the Reserves with pay, and retired without pay (gray area).
Others separated from the Armed Forces and their family members	<ul style="list-style-type: none"> • Honorably discharged veterans with 100 percent Service-connected disability • Involuntarily separated service members under the Transition Assistance Management Program. • Personnel separated under the Voluntary Separation Incentive (VSI) and Special Separation Benefit (SSB) programs for 2 years after separation. • Medal of Honor recipients.

(R)

CATEGORY	AUTHORIZED GROUP
Former and/or surviving spouses and family members	<ul style="list-style-type: none"> • Unremarried surviving spouses of personnel who died while on active duty or while in retired status. • Unremarried former spouses who were married to military members for at least 20 years while the military member was on active duty to the Armed Forces. • Orphans of military members, when not adopted by new parents, under 21 years old (or over if they are incapable of supporting themselves, or 23 years old if they are in full-time study).
U.S. DOD and Coast Guard civilians and their family members	<ul style="list-style-type: none"> • When stationed outside the U.S.
Other supporters of DOD	<ul style="list-style-type: none"> • U.S. Federal employees when assigned in areas outside the U.S. • Medical personnel under contract to the military DOD Component during periods when they are residing on the installation. • Military personnel of foreign nations and their family members when on orders from the U.S. Armed Forces, or in overseas areas when the major command commander grants privileges in the best interest of the U.S. • Paid members of the American Red Cross, Young Men's Christian Association, United Service Organization and other type 1 private organizations identified in DODINST 1000.15 when assigned with U.S. Armed Forces outside the U.S. • U.S. employees of firms under contract to DOD working on an installation when assigned in areas outside the U.S.

(R)

605. Limited Use of MWR Activities. The following table lists groups authorized limited use of MWR activities at the discretion of the installation commanding officer. Commanding officers may open Categories "A", "B" and "C" MWR activities to these patrons based on local demand and capacity. Resale of food, State tax-free beverages, and tobacco products is restricted to amounts consumed on the premises, and to convenience merchandise incidental to daily participation, (i.e., the sale of golf clubs, golf shirts and shoes, bowling balls, etc., is prohibited). APF and NAF civilian personnel employed by MWR activities, and their family members, may purchase merchandise, without restrictions, from MWR resale activities (not Navy Exchanges).

Limited Use of MWR Activities

CATEGORY	AUTHORIZED GROUP
U.S. DOD and Coast Guard civilians and family members	<ul style="list-style-type: none"> Both APF and NAF, and retired DOD and Coast Guard civilians (Includes viewing of Navy entertainment motion pictures <u>only</u> if use of other MWR facilities is extended to this group).
DOD contract personnel and technical representatives	<ul style="list-style-type: none"> Working full-time on the installation (Includes viewing of Navy entertainment motion pictures <u>only</u> if use of other MWR facilities is extended to this group).
Others associated with the Department of Defense	<ul style="list-style-type: none"> Reserve Officers' Training Corps cadets when participating in field training or practice cruises. Former Prisoners of War (POWs) and spouses of POWs or Service members missing in action may use clubs.
Other Federal Employees	<ul style="list-style-type: none"> Use of clubs within the U.S. Individuals are re-certified annually.
Guests	<ul style="list-style-type: none"> Who are not otherwise eligible to use MWR programs, when specifically invited and accompanied by an authorized patron. Installation commanding officers approve local rules governing the number of guests and the frequency of use at specific facilities.

(R

Chapter 11

FITNESS PROGRAM

1101. References

(a) DODINST 1015.10, Programs for Morale, Welfare, and Recreation (MWR), of 3 Nov 95

(b) OPNAVINST 6110.1F, Physical Readiness Program, of 1 May 00

(c) OPNAVINST 6100.2, Health Promotion Program, of 25 Feb 92

(d) OPNAVINST 5100.25A, Navy Recreation, Athletics and Home Safety Program, of 25 Sep 90

(e) BUPERSINST 1710.21, Navy Youth Recreation Program, of 21 May 93

(f) DoD Directive 1348.19, Award of Trophies and Similar Devices in Recognition of Accomplishments, of 12 May 89

(R)

(g) SECNAVINST 3590.4A, Award of Trophies and Similar Devices in Recognition of Accomplishments, of 28 Jan 75

(R)

1102. Purpose. It is the purpose of this chapter to provide policy and standards for the operation and management of the Navy Fitness Program in accordance with references (a) through (d) to ensure quality fitness programs and facilities on naval installations.

(R)

1103. Policy and Scope. Navy policy provides that Navy personnel and their families will be provided with fitness programs and facilities, which will effectively contribute to their QOL. All personnel should include some form of exercise in their daily routine to attain and maintain an acceptable state of total fitness. Fitness program will consist of voluntary fitness and sports activities conducted for the purpose of promoting physical and mental readiness; developing positive self-concepts; allowing for creative expression; emphasizing the value of cooperation; assisting in discovering positive use of leisure time; developing lifelong recreation skills; and encouraging self-reliance and independence.

(4) Club Sports. Club sports are any particular fitness/sport organized because of a common interest by a special interest group. Examples include a rugby club or martial arts club at a local installation, etc.

e. Awareness and Education Programs. Awareness and Education Programs are outlined in reference (c). These programs include:

(R

(1) Physical Fitness and Sports. To provide opportunities and incentives to establish healthy and active lifestyles in order to achieve and maintain physical fitness and body composition standards.

(2) Stress Management. To help comply with Navy policy to assist its personnel in developing adaptive and coping skills to better deal with stress.

(3) Substance Abuse (Drug and Alcohol). To help comply with Navy policy to provide programs and initiatives that prevent substance abuse and addiction address early intervention and provide drug and alcohol rehabilitation to break the cycle of addiction.

(4) Tobacco Cessation. To help comply with Navy policy to create an environment that supports abstinence and discourages the use of tobacco products, to create a healthy working environment, and to provide smokers with encouragement and professional assistance to stop smoking.

(5) Nutrition. To help comply with Navy policy that comprehensive weight control and nutrition education programs be developed and implemented to achieve and maintain an optimal level of nutritional health and body composition for all Navy personnel.

(6) Hypertension. To help comply with Navy policy to provide all personnel with programs for early hypertension identification, information on factors influencing blood pressure (e.g., diet, exercise, and medications) and treatment referral, where indicated.

demonstrated professional competence in that physical activity program or area.

(4) Appropriate signage will be posted in facilities to alert users to the risks involved in their use of those areas of a facility that present potential increased risk(s).

(5) Youth fitness/sports programs and services with appropriate supervision. See reference (e) for additional guidance.

(R

(6) Layout, design, and equipment of each fitness facility must conform to all relevant laws, regulations, and published program standards.

(7) Facility staff at a minimum must conduct the following on a regularly scheduled basis: orientation to fitness equipment and programs, group exercise opportunities, strength or circuit training instruction, fitness/health awareness and education programs, as well as incentive programs that rewards user for participation in fitness activities programs.

c. Fitness Administration

(1) Fitness center staff will maintain a resource file for health and fitness and a referral list for patrons with special interests.

(2) There must be a written annual schedule (e.g., calendar of events, program schedule) that describes the programs to be implemented and that meets the program goals and objectives.

(3) There must be a procedure for evaluating the overall fitness program that is conducted annually and includes the following:

(a) Analyzes all areas of fitness program operation;
and

(b) Involves all patrons and staff, as appropriate.

(4) There must be written procedures in practice regarding:

- (a) Accident prevention and reporting;
- (b) Emergency procedures;
- (c) Facility opening and closing;
- (d) Facility rules and regulations; and
- (e) Incidents involving patron bleeding.

(5) Ninety hours of fitness center operation should be established to meet customer demand and to allow patrons who work irregular duty hours reasonable access to the facilities. On each installation, customers should have access to the fitness center before, during, and after shift work, during duty and non-duty times and on weekends and holidays. Generally, this access results in the fitness center being open at least 90 hours per week.

(6) No individual or group should be permitted unsupervised access to a facility unless the MWR director approves the exception.

(7) All fitness staff shall receive continuous training in customer service techniques.

(8) There shall be no fees or charges for patron categories listed in section 604 under Armed Forces and their family members, Other Uniform Services, and Armed Forces Retirees and their family members for access to appropriated fund fitness facilities. See section 411f for additional information.

(R

(9) Every fitness center shall have a staffed control desk during all hours of operation for patron control, usage level, and program information and services in addition to visual monitoring of the facility.

b. Special Athletic Achievement Program. NAVPERSCOM (PERS-651) provides achievement certificates to Navy personnel for accomplishing certain athletic feats. Guidelines for awarding certificates are as follows:

(1) Eligibility. All authorized patrons of the MWR program.

(2) Awards and Requirements

(a) Bowling awards requirements are:

1. Men, for rolling "300 game" or "700 series" in tenpins;

2. Women, for rolling "300 game" or "600 series" in tenpins; and

3. Verification by teammates or opponents and an official of the bowling center.

(b) Golf (Hole-in-One) award requirements are:

1. Must be accomplished on a regulation golf course (one which has no more than five par 3 holes out of 18); and

2. A score card properly attested by playing partners and the course manager.

(3) Send requests for special athletic achievement certificates to NAVPERSCOM (PERS-651H).

c. Use of APF for Purchase of MWR Sports/Fitness Trophies and Awards

(A

(1) Reference (f) authorizes SECNAV to use APF to purchase trophies and similar devices to award military members and units under SECNAV's jurisdiction for excellence in accomplishments or competitions, including intramural sports and fitness competitions.

(A

(2) SECNAV delegated this authority to the senior service commanders by reference (g). Accordingly, Navy senior service commanders, i.e., Echelon 2 commanders, are authorized to approve purchase of trophies and awards for officially established and announced intramural sport competitions of a continuing nature; however, the use of cash or cash equivalents to award military personnel for athletic competitions is prohibited. APF may be used to purchase trophies and awards for these competitions if all of the following conditions apply.

(a) The competitions are officially established and announced and are of a continuing nature.

(b) The trophies or awards are not cash.

(c) The trophies or awards are not items of a personal nature or have independent intrinsic value to the recipients.

1111. Safety Program

a. Purpose. Primary purpose of a sports safety program is to control and regulate the activities so the least number of injuries occur as a result of fitness/sports activities.

b. Safety Procedures. MWR director must have written safety measures to reduce the possibility of injury to participants and spectators per Naval Safety Center policies. Safety policy must include the following:

individual must remain in constant and direct supervision of the child while using the wading pool. See section 1506g concerning use of play devices.

1510. Funding

a. MWR aquatics' facilities are operated as Category B MWR programs. The use of APFs is authorized at a level of at least 65 percent of total (NAF/APF) program cost.

b. Aquatic training facilities are operated as Category A MWR programs. The use of APFs is authorized up to 100 percent of total program cost.

1511. Admission Fees. MWR patron categories listed in section 604 under Armed Forces and their family members, Other Uniform Services, and Armed Forces Retirees and their family members will be permitted free admission to MWR Category A fitness pools and MWR Category B recreation pools during hours scheduled for physical fitness or lap swimming (see section 411f).

(R

a. For recreational use, all patrons who enter the facility, regardless of purpose, e.g., swimming, sunbathing, child supervision, should be assessed the daily admission fee.

b. The daily fee should be valid for admission throughout the day at the facility.

c. Fees should be established for adults (16 years of age and older) and children (6-15 years of age). Children under 6 years of age should be admitted free.

d. The use of weekly, monthly, seasonal, or yearly facility admission passes is authorized for aquatic facilities. These passes should provide a discounted fee for use over an extended period (when compared to daily admission fees). The fee structure can also include separate rates for individuals (one person) and families (sponsor and family members).

Required Aquatic Facility Safety Equipment			
General Safety Equipment	Lifesaving Equipment for Swimming Pools	Lifesaving Equipment for Waterfront Areas	First Aid Equipment
Megaphone	Ring buoy with attached lifeline at every lifeguard stand	Ring buoy with attached lifeline at every lifeguard stand	First Aid Kit (coordinate with local safety office representative for appropriate contents)
Whistle	Rescue tube at every lifeguard stand	Rescue tube at every lifeguard stand	Factory-manufactured marine backboard with straps and head immobilizer
Shade Umbrella	Rescue pole at every lifeguard stand	Rescue pole at every lifeguard stand	Cot
Sunglasses (Recommended)		Mask, fins, and snorkel	Blanket
Visor or Cap (Recommended)		Heaving line	Pillow
Sunscreen (Recommended)			
Telephone			

(F

h. Privately-Owned Golf Carts

(1) Use of privately owned golf carts, including carts towed to the golf course, are prohibited except for those carts authorized prior to 25 July 2001. Use of "grandfathered" privately owned golf carts are authorized only for the owner of the cart and his/her immediate family. Authority for such use will not transfer to another patron in the event ownership of the cart is transferred. (R)

(2) Owners must maintain liability insurance coverage on their privately owned golf carts and sign a liability release. (R)

(a) A copy of the release will be kept on file at the golf course. (R)

(b) The minimum limit of liability coverage is \$100,000 per occurrence; \$300,000 aggregate; and \$100,000 property damage. (R)

(c) In the event a guest-passenger rides in the privately owned golf cart, the owner must possess additional liability insurance coverage that extends to passengers in equal coverage to that provided to the operator. (R)

(d) Golf cart owners will provide a copy of the most current liability insurance policy, which MWR will keep on file at the golf course for three years. (R)

(3) Golf courses must charge a yearly trail fee, and additional riders must pay the normal rate charged by the golf course for an individual to ride in a course-owned golf cart. (R)

i. All alcoholic beverages consumed on the golf course, including in the clubhouse, must be purchased from the MWR golf course food and beverage facility.

2204. Market Assessment. See section 340.

2205. Successful Golf Program Check List. A check list of key elements determined by the industry for the operation of a successful golf program is contained in appendix K.

2206. Training

a. Upon implementation of this instruction, all golf course managers hired at facilities with 18 holes or more must be a Class A member, in good standing, of the PGA.

b. Manager should attend professional recertification training seminars/classes annually.

c. Course superintendent (of courses with 18 holes or more) should be a member of the Golf Course Superintendents Association of America and attend recertification training seminars/classes annually.

d. Golf activity program manager should establish a training program for the golf course staff. The course superintendent should train the maintenance staff to ensure quality is maintained.

Chapter 23

FOOD AND BEVERAGE PROGRAM

2301. References

- (a) DODDIR 5500.7, Standards of Conduct, of 30 Aug 93
- (b) DOD 5500.7-R, Joint Ethics Regulation (JER), of 30 Aug 93
- (c) BUPERSINST 7043.1B, Procurement Policy for Bureau of Naval Personnel nonappropriated Fund Activities, of 23 Aug 00
- (d) SECNAVINST 1700.11C, Alcohol Beverage Control, of 21 Jul 86
- (e) DOD 7000.14-R, DOD Financial Management Regulation - Volume 13 (Nonappropriated Funds Policy and Procedures), Chapter 3, of 22 Aug 94
- (f) NAVMED P-5010-1, Manual of Naval Preventive Medicine
- (g) NAVSUP Publication 486, Volume II, Food Service Management - Officer's Quarters and Messes Afloat and CPO Messes Afloat (R)
- (h) OPNAVINST 1700.7D, Responsibility for Morale, Welfare, and Recreation (MWR) Programs in the Navy, of 27 Oct 88
- (i) NAVSO P-1000, Financial Management Policy Manual, Section 075500, Morale, Welfare, and Recreation Activities
- (j) BUPERSINST 5300.10, Bureau of Naval Personnel Nonappropriated Fund Personnel Manual for Navy Nonappropriated Fund Instrumentality (NAFI) Employees, of 3 Dec 97
- (k) SECNAVINST 5300.22C, Navy and Marine Corps Personnel Policy Manual for Nonappropriated Fund Instrumentalities (NAFIs), of 27 Apr 92
- (l) SECNAVINST 1700.12, Operation of Morale, Welfare, and Recreation Activities, of 18 Sep 97

c. Gaming devices may be transported from one overseas base to another overseas base where authorized, using U.S. Government transportation (surface or air) or American Flag vessels.

d. All containers, packages, etc., containing gaming devices are required by law (Title 15 U.S.C. 1174) to be clearly labeled or marked with the name, address of the shipper, and of the consignee, and the nature of the article or the contents on the outside of the container or package.

e. Gaming devices cannot be shipped to a State of the United States or area of Federal jurisdiction where such devices are not legal.

2506. Regulations for Play. Minimum requirements will be displayed in the game room as follows:

a. To ensure minors do not play gaming devices the machines should be located in a separate room. If this is not practical, they must be located in an area where accessibility is restricted to adults only and MWR staff has line of sight to observe the gaming devices. (R)

b. Signage shall be posted in each facility where gaming devices are located informing patrons of the following information: (A)

(1) No one under 18 years of age (excluding active duty personnel) is permitted in the gaming device room/areas. (A)

(2) Financial management and gambling addiction services available locally. (A)

c. Personnel prohibited from playing gaming devices are as follows: (R)

(1) Persons under 18 years of age (not including active duty personnel);

(2) MWR administrators exercising management control over the activity operating gaming devices;

(3) Game room cashiers during working hours;

(4) Gaming device technicians and performance record keepers employed by the command;

(5) Command observers on day of duty; and

(6) Audit board members.

d. Guests of authorized patrons. Extension of privileges to host national guests outside of the categories set forth in local status of forces agreements must be approved by the host nation in order to be legally acceptable;

(R)

e. No objects (drinks, hats, coats, etc.) will be placed on top of a gaming device or in front of the reel glass;

(R)

f. In order to collect malfunction payments, the machine award must be visible for verification. A third party verifier must witness the malfunction (short pay) payment on any portion of a jackpot or credit cash out. Details must be recorded on appropriate line of the Malfunction Payment/Attendant Credit Payment Voucher (appendix N);

(R)

g. Any person tampering, manipulating, using illegal coins/objects or using undue force on any machine will be refused further play and will be reported for disciplinary/administrative action;

(R)

h. If players are waiting, an individual may play only one machine at a time; and

(R)

i. Playing privileges may be denied anyone based on misconduct or violation of the regulations of play.

(R)

j. All MWR personnel working in activities where gaming devices are located must receive annual training on the regulations for play. This training must be documented in the employee's official personnel file.

(A)

2507. Audit Board. Commanding officer will appoint a separate audit board for gaming device operations. The following applies:

a. Board will consist of at least two disinterested persons not involved in gaming devices or MWR operations;

b. Head of the audit board will be a member of the U.S. military and will have a working knowledge of gaming device controls as contained in this instruction; and

c. Audits should be conducted monthly, but not less than quarterly. A copy of the report and working papers will be retained on file for 3 years. Appendix O prescribes responsibilities and minimum audit procedures of the Gaming Device Audit Board.

2508. Identification Plates. All casements will have a permanently affixed indelible identification plate reflecting the manufacturers and NAF serial numbers. Plates should be located on these devices in a manner to provide ease of inventory and control procedures.

BUPERSINST 1710.11C CH-1
31 Mar 2003

2509. Gaming Device Keys. Gaming device keys will be configured so as to require two separate sets of keys to gain

access to the machine. There will be two sets of keys that will each contain only half the keys required for entry to the machine. There will be a third set of keys that will contain all the keys to allow access to the machine. This third set of keys is to be kept in a highly secured location and access to this set of keys will require a significant degree of restricted access. Primary use of this third set of keys is to allow for immediate access to the machine for surprise auditing procedures as prescribed by the local audit board and to allow for back up keys as may be required by malfunctions. Orders for replacement keys require NAVPERSCOM (PERS-655) approval.

a. Commanding officer will designate in writing the MWR manager overseeing the gaming device operation to hold, secure and be accountable for the MWR activity's set of gaming device keys.

b. The commanding officer will also designate in writing command duty officers or other designated officers to secure, transfer and be accountable for the command's set of gaming device keys. The term "officer" (command observer) as used here includes enlisted personnel, E7 and above, and civilian personnel, NF-2 and above, or equivalent. Civilian command observers may not serve more than 1 year.

(R

c. There will be no machines with only one lock on the casement door. If necessary, a temporary lock will be installed and the key will be accountable as otherwise prescribed.

the gaming device operations may be deducted (on items 5 and 6 of appendix CC). "Directly attributable" is defined as those salaries/wages and expenses that would be eliminated if gaming device operations were eliminated. Pro-rating such salaries/wages as MWR activity managerial personnel or other personnel not directly related to gaming device operations is not authorized. Operating expenses will not exceed 4 percent of total money played. Should operating expenses exceed 4 percent, a detailed explanation will be submitted with the Quarterly Gaming Devices Performance Statement to NAVPERSCOM (PERS-655). Cash overages and shortages will be included on item 6c and explained on the reverse side of the report requirement. A copy of the report will be forwarded to the ISIC and inspecting authority.

d. Percentages on items 2 through 9 of the Quarterly Gaming Devices Performance Statement (appendix CC) will be computed using the 100 percent figure on item one as the denominator.

e. Gaming devices will be depreciated per reference (b).

f. NPC PERS-655-provided gaming device accounting software must be used to track all slot machine accounting data. Contact PERS-655C3 at 901-874-6650 or (DSN) 882-6650 for specific information about the software. (A

2514. Statistical Data. To fully use all detailed accountability information built into the electronic gaming device, the electronic meter readings must be recorded as essential bookkeeping data, Monthly/Installation To Date Electronic Meter Readings and either IGT Video Poker Monthly Summary or Bally Video Poker Monthly Summary (appendices V, W and X pertain.) Procedures to read electronic meters are as follows:

a. Scheduled readings. On the last normal working day before the end of each accounting period, record the electronic meter readings by each category using Appendices V, W, X and Y.

b. Unscheduled readings. A reading must be taken whenever an electronic gaming device is installed on-line or the microprocessor unit (MPU)/processor board is replaced. When installing a gaming device, check the accuracy of the electronic meters. When replacing the MPU board, ensure that the electronic meter readings have been recorded.

BUPERSINST 1710.11C CH-1
31 Mar 2003

c. Machines equipped with the permanent memory device
Erasable Programmable Read Only Memory (EPROM) on the mother

31 Mar 2003

**FOR OFFICIAL USE ONLY (When filled in)
BOAT MOORING AND STORAGE AGREEMENT**

SUPPORTING DIRECTIVE BUPERSINST 1710.11C

This agreement, made on _____ (completion date), is by and between

_____ (MWR Marina)
and

_____ (Patron's complete name), whose

mailing address is: _____
(Number and Street Name)

(City, State and Zip Code)

(Area code and telephone number)

This Agreement is specific to Patron's request for permission to _____ (moor/Store) a privately owned vessel at the installation's MWR Marina. As part of this Agreement, the MWR activity agrees to grant such permission to the Patron subject to the conditions and limitations agreed upon and discussed below. In consideration of the mutual promises contained herein, both parties agree as follows:

1. This agreement will commence on _____ (date), and will terminate on _____ (date).

2. The MWR Marina agrees to rent _____ (space, slip, buoy number), to the Patron and permit use of the facilities at the MWR Marina for the following vessel and/or trailer:

Vessel Name: _____

Vessel Year: _____. Vessel Make: _____. Length: _____

Vessel Registration/Title No.: _____. State: _____

Trailer Description (if any): _____

Trailer Registration/Title No.: _____. State: _____

Owner of record: _____
(Full name as it appears on title)

(Complete mailing address)

(R

31 Mar 2003

BOAT MOORING AND STORAGE AGREEMENT (CONTINUED)

SUPPORTING DIRECTIVE BUPERSINST 1710.11C

Additional Owner or Lien Holder of record: _____
(Full name as it appears on title)

(Complete mailing address)

3. Patron agrees to maintain third party commercial liability insurance on the vessel and trailer (if any) described above throughout the entire term of this Agreement. Failure to maintain such insurance constitutes a breach of the Agreement and is grounds for termination of the Agreement and removal of Patron's vessel, trailer, and/or other property.

Insurance Company: _____

Policy Number: _____. Policy ending date: ____/____/____
(day) (month) (year)

4. Patron agrees to pay MWR Marina the sum of \$_____ per month/season/year (circle one), in the form of rent. Such payments shall commence on ____/____/____ and continue to be payable on the ____ day of each month (day) (month) (year) thereafter. Total rent payable by this agreement is \$_____. Any vessel, trailer, or other personal equipment/property left on the MWR Marina premises beyond the dates of this agreement shall accrue storage fees at a rate of \$_____ per day. Patron agrees to pay all costs and fees resulting from any action taken by the MWR Marina to remove abandoned vessel(s) and property.

5. Patron is required to keep all information provided for in this Agreement current. By Federal law, military installations may retain the proceeds from the sale of any lost, abandoned, or unclaimed personal property, to include privately owned vehicles and vessels, found on a military installation. However, no property may be disposed of until diligent effort has been made to find the owner (or the heirs, next of kin or legal representative of the owner). The Patron information required by this Agreement will be used to locate the Patron and other legal owners of the vessel and trailer, if any.

(R

6. If more than one owner, this Agreement applies jointly and severally to all owners of the specific boat and trailer described in this agreement. Notice provided to one owner constitutes notice to all owners for all purposes whatsoever.

7. Patron agrees and understands that this Agreement is valid only for the specific boat and trailer described above. This agreement cannot be transferred, sold, conveyed, demised, bequeathed, or otherwise disposed of in any manner to any other persons. Any agreement to the contrary is and will be totally null, void, and unenforceable. If during the term of this Agreement, Patron sells, transfers, or conveys title to the boat and/or trailer described above, Patron agrees to inform the MWR Marina. Patron further agrees that prior to the effective date of such sale, transfer, or conveyance of boat and/or trailer title, the boat and trailer will be removed from the MWR Marina at no cost to the MWR Marina.

BOAT MOORING AND STORAGE AGREEMENT (CONTINUED)

SUPPORTING DIRECTIVE BUPERSINST 1710.11C

8. This Agreement can be terminated at any time, with no cause given, by the MWR Marina. Such termination will be effective ten (10) calendar days from the date that written notice is placed in the United States mail, addressed to the boat owner(s) at the addresses provided in this Agreement. All terms and conditions of the Agreement applying to any release of liability, or indemnification for liability, will remain in full force and effect (even though by the terms herein, this storage agreement will have terminated or expired) until such time as the boat and trailer has been removed from the MWR Marina or other designated Federal property.

9. Patron agrees to indemnify and hold harmless the United States, the Department of the Navy, and its military, and civilian personnel from any liability in the leasing of mooring or storage facilities and use of any mooring or storage facility equipment. It is also expressly understood that Patron shall indemnify and hold harmless Navy Morale, Welfare and Recreation Division, the installation's Morale, Welfare and Recreation activity, the MWR Marina, and its personnel, in the event that negligence or other fault of the MWR Marina caused or contributed to the loss or claim. Additional considerations:

a. Mooring: Marina staff does not often inspect the mooring chains. Since mooring chains suffer from seawater corrosion and weaken over time, the boat owner is notified that even the Marina staff's periodic inspection of mooring chains cannot ensure safe mooring in all weather. Also, the underwater anchors for this mooring system have been known to move out of position under the pressure of tidal surges caused by inclement weather, especially when moored vessels tie up with mooring lines that are of insufficient in length to account for tidal surges. Therefore, anchors may not serve as adequate assurance against movements of your vessel, which could result in damages to your boat and other boats and property. Be advised that MWR mooring is available at below market rates. MWR Marina passes along the savings that result from reduced maintenance costs and payment of claims in the expectation that the Patron will obtain commercial insurance against MWR's potential negligence.

b. Haul-out/Launching: Haul out, storage, and launching service is also provided at below market rates. MWR Marina passes along the savings that result from the reduced maintenance costs and payment of claims in the expectation that the Patron will maintain insurance against our negligence. In consideration for this savings, the Patron expressly and knowingly agrees to defend and hold harmless from any liability whatsoever, direct or indirect, the United States, Department of the Navy, its military and civilian personnel, as well as Navy Morale, Welfare and Recreation Division, the installation's MWR activity, MWR Marina, and its personnel, for any negligent act or omission whatsoever with respect to any haul out, storage and launching service resulting in personal injury or property damage whatsoever, including damage to the vessel and its engines, tackle and appurtenances.

10. Patron warrants that subject vessel is and shall be maintained in a seaworthy condition, in full compliance with all governmental and regulatory requirements, and covered by customary marine **hull and machinery** insurance and **minimum** liability coverage of **\$100,000/\$300,000/\$50,000** during the course of this lease.

(R)

BOAT MOORING AND STORAGE AGREEMENT (CONTINUED)

SUPPORTING DIRECTIVE BUPERSINST 1710.11C

11. Patron further agrees to strictly follow the terms and conditions of this Agreement and the rules and regulations of the MWR Marina, which are incorporated by reference as though fully set forth herein. Patron further understands that any violation on the Patron's part, or Patron's agents, guests, and/or invitees and other persons, may constitute grounds for immediate termination of this Agreement at the option of the MWR Marina.

12. Patron agrees that in the case of a natural disaster, e.g., hurricane, typhoon, etc., vessel and trailer may be removed and relocated as circumstances dictate. While the MWR Marina will take reasonable measures to protect vessels moored at MWR facilities, the Patron shall be responsible for moving the vessel described above to a safe berth if time permits. Vessels not removed prior to a hurricane, or other natural disaster, of which the public has prior notice, shall be left at the facility at the Patron's personal risk.

13. This Agreement is governed by the admiralty and maritime laws of the United States of America and any and all disputes between the parties arising under this agreement shall be subject to the exclusive jurisdiction of the United States District Court for the Northern District of California (for Pacific Fleet Commands and facilities), or either the Southern District of New York or the Eastern District of Virginia (for Atlantic Fleet Commands and facilities, and all other Commands and facilities).

14. This agreement represents the parties' complete understanding of the entire agreement and no modification or alternation of this agreement may be made except in writing, and signed at the bottom by or on behalf of both parties.

15. By signing and dating this agreement, the MWR Marina and the Patron certify that each party has been provided a copy of the Agreement and advised to SPECIFICALLY READ ALL THE ITEMS HEREOF AND TO SEEK COMPETENT LEGAL ADVICE BEFORE EXECUTING THIS AGREEMENT.

_____	_____
(DATE)	(OWNER)
_____	_____
(DATE)	(OWNER)
_____	_____
(DATE)	(OWNER)
_____	_____
(DATE)	(MWR Representative)

(R)

(R)

(R)

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C 301 Departmental Regulations and Executive Order 9397 (SSN).
PRINCIPAL PURPOSE: To document boat mooring and storage services provided by Morale, Welfare and Recreation (MWR) Marinas to MWR patrons, who request permission to moor/store their privately owned vessels, and to obtain an agreement from the MWR patron on the terms and conditions of this agreement.
ROUTINE USES: Used by MWR personnel to track boat mooring and storage services.
DISCLOSURE: Voluntary. However, failure to complete form may result in inability to obtain MWR boat mooring and storage services.

(A)

(1) Publications and Directives (Annually)

BUPERSINST 1710.11C

DOD 7000.14-R, DOD Financial Management Regulation -
Volume 13, Chapter 3, of 22 Aug 94

BUPERSINST 7043.1B

(D)

(2) Letters of Appointment and/or Policy Exceptions

<u>Letters</u>	<u>Date</u>
Letters authorizing gaming devices (annually)	_____
Current inventory list (annually)	_____
Letter designating employee or employees responsible for coin collections and game room attendant (malfunction and jackpot/royal flush verified)	_____
Establishment of command observer Responsibilities (quarterly)	_____
Any letters authorizing policy exceptions (quarterly)	_____
(1) _____	(2) _____
	(3) _____

APPENDIX FF

**CONSENT TO PUBLICATION OF PHOTOGRAPH, AUDIO TAPE OR
VIDEO GRAPHIC TAPE (Check Only One)**

(A)

I hereby consent to (Name of Command) Morale, Welfare and Recreation (MWR) Department publishing, on any Navy MWR web site or within its publications, the likeness and the name of (Individual's name) in a (photograph, audio tape or video tape) taken on (Date). The photograph, audio tape or video tape was taken as part of the following activity: _____ . I further consent to (Name of Command) MWR Department promoting the interests of Navy MWR by sharing that likeness and (my) (my child's) name with a news or community organization and allowing the news or community organization to publish the same.

I hereby consent to (Name of Command) MWR Department publishing, on any Navy MWR web sites or within its publications, the likeness and the name of Individual's name) in a (photograph, audio tape or videotape) taken on (date). The (photograph, audio tape or videotape) was taken as part of the following activity: _____ .

I hereby consent to (Name of Command) MWR Department publishing, on any Navy MWR web site or within its publications, the likeness of (Individual's name) in a photograph taken on (date), provided that the publication or web site does not associate (my) (my child's) name with the likeness. The photograph was taken as part of the following activity: _____ . I further consent to (Name of Command) MWR Department promoting the interests of the Navy by sharing that likeness of my photograph with a news or community organization and allow them to publish the same, provided that (Name of Command) MWR Department does not share any information that associates (my) (my child's) name with the likeness.

I hereby consent to Name of Command) MWR Department publishing, on nay Navy MWR web site or within its publications, the likeness of (Individual's name) in a photograph taken on (Date), provided that the publication or web site does not associate (my) (my child's) name with the likeness. The photograph was taken as part of the following activity: _____ .

(Signature of photo/audio/video subject or minor's parent/legal guardian) (Date)

(Print or type photo/audio/video subject's name or minor's parent/legal guardian)

DISCLAIMER

The United States Government and Navy MWR Activities are not liable for any damages or injuries resulting from publication of the above-identified information, except as provided in the Federal Tort Claims Act (28 U.S.C. §§2671-2680).

I hereby acknowledge that I have read the above disclaimer and understand it.

(Signature of photo/audio/video subject or minor's parent/legal guardian) (Date)

INDEX

<u>SUBJECT</u>	<u>CHAPTER</u>	<u>SECTION</u>	<u>PAGE</u>
Abandoned Personal Property	5	508	5
Acceptance of Gifts	3	329	34
Accounting	4	421b	39
	4	424	42
Accounting Support to Navy Affiliated Organizations	4	436	53
Activity Manager	1	102a	1
Responsibilities	1	105k	10
Advertising	8	811	6
Billboards	8	813	12
Food and Beverage	23	2317	14
In Civilian Enterprise	8	812	11
Newspapers/Installation Guides			
In MWR NAF Produced Media	8	811j	10
Advisory Groups	2	205	3
Afloat Recreation Program	16	1604	2
Air Shows			
Corporate Sponsorship	3	314b	15
Prohibited Use of NAFs	3	314d	17
Role of MWR	3	314	15
Use of NAFs	3	314c	16
All Hands Club	1	102b	1
Amusement Machines			
Administration and Management	3	305	9
Definition	1	102c	1
Procurement of	3	305	9
Sample Contract	Appendix A		1-29
Ancillary Programming in Recreation Centers			
For Category A Recreation Centers	14	1403	2
For Category B Community Recreation Centers	14	1406	4
Applications for Higher Level Sports Competitions			
Navy Sports Trial Camps	10	1001c(1)	2
National and International Competition	10	1002	4

INDEX

<u>SUBJECT</u>	<u>CHAPTER</u>	<u>SECTION</u>	<u>PAGE</u>
Appropriated Funds (APF)			
Automotive Skills Program	20	2005a	3
Definition	1	102d	2
Fitness Centers	11	1105a	2
Internet Connectivity	3	326	32
Liberty Program	13	1308	4
Official Web Information Service	3	325b	32
Pertaining to Copyrighted Sound and Video Recordings	3	310a	13
Professional Organizations	3	320	21
Programs for Single Sailors	13	1303	1
	13	1305	2
Recycling Program	3	313	14
Table of Authorization	4	410	15
Travel Costs for Training of MWR Personnel	3	316d	19
Travel on MWR Business	3	333	38
Vehicle Use	5	513	9
Aquatics			
Admission Fees	15	1511	8
Accessories	15	1520f	18
Bathhouse	15	1520I	20
Certification Organizations	15	1508	5
Chlorine Gas	15	1520k	21
Common Facility Rules	15	1505	2
Communications	15	1520j	21
Diving Boards	15	1520d	15
Drains	15	1520l	21
Hyperventilation and Breath Holding	15	1523	25
Inspections	15	1520m	21
Lifeguard Stands	15	1520e	17
Local Policies	15	1519	13
Pool Capacity	15	1520b	14
Pool Enclosures	15	1520h	19
Programs	15	1518	12
Swimming Pool Rules	15	1506	4
Safety			

INDEX

<u>SUBJECT</u>	<u>CHAPTER</u>	<u>SECTION</u>	<u>PAGE</u>
Aquatics (continued)			
Equipment	15	1522	23
Facility	15	1520	14
Waterfront Area	15	1507	5
Staffing	15	1512	9
Staff/Patron Ratios	15	1513	9
Staff Qualifications	15	1515	11
Staff Responsibilities	15	1514	10
Use of "Toys"	15	1506g	4
Waterfront Areas	15	1507	5
Waterfront Area Safety	15	1521	21
Water quality	15	1520a	14
Waterslides	15	1520g	18
Armed Forces Professional	7	704	2
Entertainment Program (AFPEO)			
Armed Services Young Men's	7	705	2
Christian Association (ASYMCA)			
Assistance to Other Organizations	4	436	53
Assistance to Ship's Recreation	12	1203	1
Services			
Athletic Competition			
Higher Level Sports	10	all	1-11
Audits	4	404	4
	4	432	46
Au Pair Foreign Nationals	6	609	7
Automated Teller Machines (ATM)	4	415b	27
Automotive Skills			
Funding	20	2005	3
Instructional Classes	20	2002b	1
Introductory Skill Classes	20	2002a	1
Repair/Maintenance of	20	2006	4
Government Vehicles (APF/NAF)			
Safety/Health Standards	20	2008	4
Self-Help Services	20	2002c	1
Automotive Skills (continued)			
Staff Training	20	2004	2
Auxiliary Resale Outlets (AROs)	1	102f	2

INDEX

<u>SUBJECT</u>	<u>CHAPTER</u>	<u>SECTION</u>	<u>PAGE</u>
Awards			
Athlete of the Year	10	1006	10
Cash	11	1110a	21
Employee	4	416c	28
Sailor of the Year	4	418	29
Special Achievement	11	1110b	22
Back Country Travel	19	1912	7
Bank Accounts			
Deficit Cash Position	4	425a	43
Negative Cash Position	4	425b	44
Base Realignment and Closure (BRAC)	3	330	35
Battle of Midway Commemoration	3	304b	6
Billboards	8	813	12
Bingo	24	2403	1
Birthday Balls	3	304a	5
Corporate Sponsorship	3	304a(3)	6
Board of Directors	1	105d	7
Bowling Program			
Category B	21	2104a	2
Category C	21	2104b	2
Financial Guidelines	28	2802a(3)(b)	3
Labor Cost	28	2802a(3)(b)	3
Merchandise COGS	28	2802a(3)(b)	3
Supplement	28	2802b	5
Financial Standards			
Activity Net Profit	28	2802a(3)(a)	3
APF Support	4	409c	11
Cash Flow	28	2802a(3)(a)	3
Guidelines	21	2105	2
Instruction	21	2109	4
Monitoring and Oversight	28	2808	8
Non-DOD Civilians, Use of	21	2105f	3
Non-DOD Organizations, Use of	21	2105e	3
Operating Check List	21	2107	4
	Appendix J		1-3
Bowling Program			
Operating Standards			
Facilities	28	2806	7
Marketing	28	2807	8

INDEX

<u>SUBJECT</u>	<u>CHAPTER</u>	<u>SECTION</u>	<u>PAGE</u>
Bowling Program (continued)			
Professional Management and Staff	28	2805	6
Quality Products and Services	28	2804	6
Satisfied Customers	28	2803	6
Boxing			
Fitness Program and Training Camps	11	1109	18
BRAC (Base Realignment and Closure)	3	330	35
Breathholding and Hyperventilation	15	1523	25
Budgets	4	421	39
Business Activity Programs	4	409c	11
Cable TV	3	311	14
Cash Prizes	3	308	11
Category A MWR Programs	4	409a	7
Category A Recreation Center	14	1401a	1
	14	1402	1
	14	1403	2
Category B Community Recreation Center	14	1401b	1
	14	1405	3
Category B MWR Programs	4	409b	9
Category C MWR Programs	4	409c	11
Catering Software	4	433c	49
Change Funds	4	414	27
Charge Accounts	4	413	26
Check Cashing Policy	4	415a	27
Limitation	4	431a	45
Returned Checks	4	431b	45
Chief Petty Officers' Club	1	102g	2
Child Care Programs	4	409b(1)	9
Child Development Program	16	1603	1
Civilian MWR Funds	4	408b	7
Co-mingling of Funds	4	429	45
Command Evaluation, Local	4	432	46
Commercial Billboards	8	813	12
Corporate Sponsorship			
Air Shows	3	314	15
Alcoholic Beverage Products	8	805f	3
Authority to Conduct	8	803	1

INDEX

<u>SUBJECT</u>	<u>CHAPTER</u>	<u>SECTION</u>	<u>PAGE</u>
Corporate Sponsorship (continued)			
Golf	22	2203f	2
Guidebook	8	810	6
Open House Events	8	805i	3
	3	314	15
Procedures	8	805	2
Proceeds	8	804	2
Solicited	8	807	4
Telecommunications' Companies	8	806	3
Tobacco Products	8	808	5
Unsolicited	8	809	5
Commissioned Officers' Club	1	102h	2
Community Support Activities (Category B MWR Programs)	4	409b	9
Concessionaires	1	102i	2
Copyrighted Sound and Video Recordings	3	310	13
Credit Cards, acceptance of	4	413	26
	23	2330	21
Currency Conversion Policy	4	415a	27
Customer Surveys	3	337	43
	28	2803a	6
Decentralized MWR Activities	4	426	44
Budget Requirements	4	421b	39
Financial Assistance	4	423a	39
Guidelines for Completing the Decentralized Mess Financial Statements	Appendix C		1-7
Definitions			
Activity Manager	1	102a	1
All Hands Club	1	102b	1
Amusement Machines	1	102c	1
Appropriated Funds (APF)	1	102d	2
Aquatic Certification	15	1503c	1
Aquatic Facility	15	1503a	1
Aquatic Programs	15	1503b	1
Au Pair Foreign Nationals	6	609b	7
Auxiliary Resale Outlets (AROs)	1	102f	2
Awareness and Education Programs	11	1105e	5

INDEX

<u>SUBJECT</u>	<u>CHAPTER</u>	<u>SECTION</u>	<u>PAGE</u>
Definitions (continued)			
Base Travel Offices	17	1703a	1
Category A Recreation Centers	14	1401(a)	1
Category B Recreation Centers	14	1401(b)	1
Club Sports	11	1105d(4)	5
Concessionaire	1	102i	2
Diving Zone	15	1503g	2
ECECS	1	102l	2
Extramural Sports	11	1105d(3)	4
Familiarization (FAM) Tour	17	1703d	2
Family Member	1	102m	3
Fitness Center	11	1105a	2
Food and Beverage Program	23	2302	2
Foster Child	6	609a	7
Fund Administrator	1	102j	2
Informal Sports	11	1105d(1)	4
Instructional Skill	11	1105b	3
Development Program			
Intramural Sports	11	1105d(2)	4
MWR Director	1	102o	3
MWR Fund	1	102p	3
MWR Program	1	102q	3
NAFI (Nonappropriated Fund	1	102s	4
Instrumentality)			
Navy Passenger Transportation	17	1703b	1
Authority			
Nonappropriated Fund	1	102s	4
Instrumentality (NAFI			
Nonappropriated Funds (NAF)	1	102r	4
Non-swimmer's Zone.	15	1503e	2
Physical Conditioning	11	1105c	3
Activities			
Private Organization	1	102u	5
Program Manager	1	102v	5
Recreation Activities	1	102w	5

INDEX

<u>SUBJECT</u>	<u>CHAPTER</u>	<u>SECTION</u>	<u>PAGE</u>
Definitions (continued)			
Recreational Sports	11	1105d	3
Reserve Components	1	102x	5
Swimmers	15	1503d	2
Swimmers' Zone	15	1503f	2
Uniformed Services	1	102y	6
Vehicles	5	509	8
Volunteers	1	102z	6
Disestablishment of MWR Funds	4	428	45
Approving Authority	27	2702	1
Process	27	2703	1
Disposal of Abandoned Personal Property	5	508	5
Disposal of APF Property Excess	5	506a	3
Unserviceable	5	507a	4
Upon Disestablishment	27	2705	4
Disposal of NAF Property Excess	5	506b	3
Unserviceable	5	507b	4
Upon Disestablishment	27	2705	4
Vehicles	5	516	12
Disposal/Retention of Records	3	327	33
Domestic Violence Misdemeanor Amendment	19	1918	13
Sample Memorandum	Appendix I		1-4
Electronic Timekeeping Systems And Payroll	4	437	54
Eligibility for Use of MWR Programs			
Au Pair Foreign National	6	609b	7
For Public Affairs/Community Relations	7	702	1
Foster Child	7	703	1
General Public Use	6	609a	7
Guest Use	6	606	6
Limited Use	6	607	6
Priority Use	6	605	4
Unlimited Use	6	603	1
Employee Awards	6	604	2
	4	416c	28

INDEX

<u>SUBJECT</u>	<u>CHAPTER</u>	<u>SECTION</u>	<u>PAGE</u>
Employee Training	3	316	18
Enlisted Club	1	102k	2
Entertainment	26	all	1-4
Equipment Rental	19	1903	2
Executive Control and Essential Command Supervision (ECECS)			
Appropriated Fund Support	4	410	15
Definition	1	102l	2
Family Member			
Au Pair Foreign National	6	609b	7
Definition	1	102m	3
Foster Children	6	609a	7
Related to the Mission of MWR	2	202	1
Fees and Charges			
Aquatic Facilities	15	1511	8
Authorized Civilian Groups	4	411d	24
Fitness Programs	4	411f	24
Liberty Program	11	1107c(8)	9
Marina Services	13	1307e	4
Official Command Functions	18	1814f	12
Policy	23	2332	22
Recreation Rental Equipment	4	411	23
Outdoor Recreation	4	411e	24
Use of National Credit Cards	19	1913	11
Use of National Credit Cards	4	413	26
Financial Statements			
For MWR Funds in RAMCAS	4	424	42
For Decentralized MWR Funds	4	424b	43
Fiscal Oversight	4	432	46
Fitness Center			
Access by Youth	11	1107c(11)	10
Physical Activity Readiness Questionnaire (PAR-Q)	11	1107c(13)	10
Physical Activity Readiness Questionnaire (PAR-Q)	11	1107f(3)	13
Fitness Program			
Awards	11	1110	21
Awareness and Education	11	1105e	5
Boxing Competition	11	1109	18
Extramural Sports	11	1105d(3)	4
	11	1108c	18

INDEX

<u>SUBJECT</u>	<u>CHAPTER</u>	<u>SECTION</u>	<u>PAGE</u>
Fitness Program (continued)			
Fitness Center	11	1105a	2
Governing Bodies	11	1112	25
Informal Sports	11	1105d(1)	4
Instructional Skill	11	1105b	3
Development	11	1106	6
Intramural Sports	11	1105d(2)	4
Physical Conditioning	11	1105c	3
Activities			
Policy and Scope	11	1103	1
Program	11	1107	7
Recreational Sports	11	1105d	3
Safety	11	1111	22
Flag Officer Executive	1	105g	8
Council (FLEC)			
Fleet Recreation Centers	12	1204	2
Fleet Recreation Coordinator	12	1203	1
Food and Beverage Program			
Advertising	23	2317	14
Alcoholic Beverage Service	23	2333	23
Art Auctions	23	2314h	12
Authorized Activities/Services			
Concessionaire Services	23	2314d	11
Cover Charges	23	2314j	12
Entertainment Programs	26	all	1-4
Fashion Shows	23	2314i	12
Food Service Operations	23	2316	14
Off-Premise Catering	23	2314b	11
Sale of Merchandise	23	2314a	9
Slot Machines	23	2314g	12
Snack Bars	23	2320	16
Menus	23	2322	17
Financial Guidelines	28	2802a(2)(b)	2
Financial Standards	28	2802a(2)(a)	2
Complementary Items	23	2318b	16
Catering Software, use of	4	433c	49
Cost Accounting Guidelines	Appendix D		1-8
Credit Sales	23	2330	21
Definition	23	2302	2
Dues	23	2306	3

INDEX

<u>SUBJECT</u>	<u>CHAPTER</u>	<u>SECTION</u>	<u>PAGE</u>
Food and Beverage Program (continued)			
Employee Meals	23	2334d	31
Financial Standards	23	2327	20
	28	2802a(2)(a)	2
Fire Prevention	23	2337	33
Flag Messes Ashore	23	2325	18
Guest Privileges	23	2305	2
Leftover Food and Beverage	23	2311c	9
Managers' Duties	23	2334c	30
	1	105k	10
Menu Planning	23	2316b	14
Operating Standards			
Check List	Appendix	EE	1-20
Facilities	28	2806	7
Marketing	28	2807	8
Monitoring and Oversight	28	2808	8
Professional Management and Staff	28	2805	6
Quality Products and Services	28	2804	6
Satisfied Customers	28	2803	6
Payment for Official Command Functions	23	2332	22
Personnel Administration	23	2334	29
Civil Service Personnel	23	2334b	29
Military Personnel	23	2334a	29
Physical Inventory	23	2328	21
Requirements			
Pricing Policies	23	2327d	20
Private Functions			
Brochure	23	2311b	8
Command Sponsored	23	2310c	6
Contracts	23	2311	7
Description	23	2309	4
Group Social/Business	23	2310a	5
Personal Social/Business	23	2310b	6
Procurement	23	2335	31
Alcoholic Beverages	23	2335b	32
Food	23	2335a	31
Quality Assurance	23	2316d	14

INDEX

<u>SUBJECT</u>	<u>CHAPTER</u>	<u>SECTION</u>	<u>PAGE</u>
Food and Beverage Program (continued)			
Safety	23	2323	17
Sample Entertainment Contract	Appendix DD		1-25
Sanitation and Storage	23	2324	17
Service Charge	23	2319	16
Standards			
Dress	23	2313	9
Financial	28	2802a(2)(a)	2
Operating			
Facilities	28	2806	7
Marketing	28	2807	8
Monitoring and Oversight	28	2808	8
Professional Management and Staff	28	2805	7
Satisfied Customers	28	2803	6
Quality Products and Services	28	2804	6
Subsistence-in-Kind (SIK)	23	2326	19
Sample MOU for SIK	Appendix M		1-8
Taxes	23	2331	21
Training	23	2334c	30
Unauthorized Activities/ Services			
Coupons for Alcoholic Beverages	23	2315d	13
Display of Merchandise	23	2315h	13
Gambling	23	2315g	13
Honor Bars	23	2315e	13
Introduction of Food and Beverage into Facility	23	2315c	12
Movies	23	2315k	13
Prime Cost Functions	23	2315a	12
Sale of Bulk Tobacco Products	23	2315i	13
Sales for Off-Premise Consumption	23	2315b	12
Use by Recruiters	23	2305a	3

INDEX

<u>SUBJECT</u>	<u>CHAPTER</u>	<u>SECTION</u>	<u>PAGE</u>
Food and Beverage Program (continued)			
Vending Machines	23	2315j	13
Fund Raising			
American Red Cross	9	905d	3
Navy and Marine Corps Relief	9	905d	3
Policy	9	all	1-3
Private Organizations	9	905c	3
Tenant Activities	9	903	2
Funding			
Aquatics	15	1510	8
Automotive Skills	20	2005	3
Birthday Balls	3	304a(1)	5
Bowling Centers			
Category B	21	2104a	2
Category C	21	2104b	2
BRAC Related	3	330a	35
Category A Recreation Center	14	1402	1
	14	1403	2
Category B Recreation Center	14	1405	3
	14	1406	4
Fleet Recreation	12	1205	4
Information, Tickets and	17	1705	3
Tours (ITT)			
Isolated and Remote Activities	3	331	36
Liberty Program	13	1308	4
Marina Services	18	1807	4
Membership in Professional	3	320	21
Organizations			
Outdoor Recreation	19	1913	11
Recycling Program	3	313a	14
Responsibility	4	402	2
Travel			
By Military and APF	3	333a	38
Personnel			
By NAF Personnel	3	333b	38
Gambling	3	304c	6
Food and Beverage Activities	23	2315g	13
Fund Raising Events	9	902	1
Golf	22	2209	4

INDEX

<u>SUBJECT</u>	<u>CHAPTER</u>	<u>SECTION</u>	<u>PAGE</u>
Gambling (continued)			
Tenant Activities	9	902f	2
	9	904	2
Gaming Devices	25	all	1-17
Bally Video Poker Monthly Summary Sheet	Appendix X		1
Change Fund Disbursement Sheet	Appendix T		1
Coin Collection Summary A	Appendix R		1
Coin Collection Summary B	Appendix S		1
Gaming Device Command Observer Check List	Appendix P		1-3
Gaming Machine Income Sheet	Appendix U		1
Historical Slot Machine Performance Record	Appendix Y		1-2
Historical Slot Machine Performance Record	Appendix AA		1
Historical Video Poker Performance Record	Appendix BB		1
Hopper Refill Voucher	Appendix Q		1
IGT Video Poker Monthly Summary Sheet	Appendix W		1
Malfunction Payment/ Attendant Credit Payment Voucher	Appendix N		1
Monthly Electronic Meter Readings Sheet	Appendix V		1
Monthly Slot Machine Performance Record	Appendix Z		1
Quarterly Gaming Devices Performance Statement	Appendix BB		1
Responsibilities of Gaming Device Audit Board	Appendix O		1-9
Gift Acceptance Policy	3	329	34
Golf			
Corporate Sponsorship	22	2203f	2
Golf Carts, Use of Guidelines	22	2203h	3
	22	2203	1
Financial	28	2802a(4)(b)	4

INDEX

<u>SUBJECT</u>	<u>CHAPTER</u>	<u>SECTION</u>	<u>PAGE</u>
Golf (continued)			
Operating Check List	22	2205	3
		Appendix K	1-3
Private Owned Carts, use of Standards	22	2203	3
Financial	28	2802a(4)(a)	3
Operating			
Facilities	28	2806	7
Marketing	28	2807	8
Monitoring and Oversight	28	2808	8
Professional Management and Staff	28	2805	6
Quality Products and Services	28	2804	6
Satisfied Customers	28	2803	6
Guidelines			
Bowling	28	2802a(3)(b)	3
Food and Beverage	28	2802a(2)(b)	2
Golf	28	2802a(4)(b)	4
Identification of Patrons	1	107	12
Information, Tickets and Tours (ITT)			
Ancillary Functions	17	1707	4
Contract Leisure Travel	17	1711	9
Entertainment Tickets	17	1710	9
	17	1706b	3
Fleet Recreation Centers	12	1204a	3
Funding	17	1705	3
Information Services	17	1706a	3
Local Tours	17	1706(c)	4
Program Elements	17	1706	3
Program Objectives	17	1704	37
Staffing	17	1709	5
Qualifications	17	1709c(1)	7
Ratios	17	1709c(2))	7
Volunteers	17	1709c(4)	7
	3	338	43
Vehicle Administration	17	1709d	7

(R

INDEX

<u>SUBJECT</u>	<u>CHAPTER</u>	<u>SECTION</u>	<u>PAGE</u>
Internal Controls			
Cash Handling	4	433d	52
Catering Software, use of	4	433c	49
Cost Controls	4	433a	49
Guidelines	Appendix D		1-8
Procedures	4	433	48
Internet	3	325	32
Investment of Local MWR Funds	4	426b	44
Isolated and Remote Installations	3	331	36
Leisure Commercial Travel Office	17	1703a	1
Liberty Program	13	1303	1
Funding	13	1308	4
Program Coordinator	13	1304	2
Program Elements	13	1305	2
Recreation Center	13	1307	3
Liquidation and Closing	27	all	1-4
Management Assistance	3	321	21
Marina Services	18	1802	1
Fees and Charges	18	1814f	12
Insurance	18	1808	5
Sample Agreement for Volunteer Services	Appendix H		1-4
Sample Boat and Equipment Rental Agreement	Appendix G		1-2
Sample Boat Mooring and Storage Agreement	Appendix F		1-5
Standards			
Financial	28	2802a(5)(a)	5
Operating			
Facilities	28	2806	7
Marketing	28	2807	8
Monitoring and Oversight	28	2808	8
Professional Management and Staff	28	2805	6
Quality Products and Services	28	2804	6
Satisfied Customers	28	2803	6
Volunteer Hosts	3	339	45
Marketing	3	340	47

INDEX

<u>SUBJECT</u>	<u>CHAPTER</u>	<u>SECTION</u>	<u>PAGE</u>
Memberships in Professional Organizations	3	320	21
Midway Commemoration	3	304b	6
Military Missions in Foreign Countries	4	441	57
Military Services	1	102n	3
Mission Sustaining Activities	4	409a	7
Monte Carlo Events	3	304c(2)	8
Mountaineering	19	1912	7
MWR Fund			
Administration	4	408	7
Assistance to Other Organizations	4	436	53
Disestablishment	4	428	45
Financial Standards	28	2802a(1)	1
Management	4	407	6
NAF Contracting with APF Entities	3	334	39
Red Flag Reporting System	4	412	25
MWR Program			
Afloat Recreation	16	1604	2
Aquatics	15	all	1-25
Automotive Skills	20	all	1-8
Bingo	24	all	1-5
Bowling	21	all	1-4
Categories	4	409	7
Child Development Program	16	1603	1
Definition	1	102q	3
Entertainment	26	all	1-4
Financial Standards	28	all	1-8
Fitness	11	all	1-27
Fleet Recreation	12	all	1-4
Food and Beverage	23	all	1-33
Gaming Devices	25	all	1-17
Golf	22	all	1-4
Guidelines	2	204	2
Higher Level Sports	10	all	1-11
Information, Tickets and Tours (ITT)	17	all	1-11

(A)

INDEX

<u>SUBJECT</u>	<u>CHAPTER</u>	<u>SECTION</u>	<u>PAGE</u>
MWR Program (continued)			
Involvement in Open House Events	3	314	15
Legal Status	1	103	6
Liberty Program	13	1303	1
Management Assistance	3	321	21
Marina Services	18	all	1-14
Volunteer Hosts	3	339	45
Mission	2	202	1
Navy Motion Picture Service	16	1605	2
Objectives	2	203	1
Operating Hours	2	204h	3
Outdoor Recreation	19	all	1-24
Recreation Centers	14	all	1-4
Category A	14	1402	1
Category B	14	1405	3
Relationship with Veterinary Treatment Facilities	3	335	40
Sailors on the Waterfront	12	1202	1
School Age Care (SAC)	16	1602	1
Single Sailor Program	13	1302	1
Usage Statistics	3	328	33
Youth Recreation	16	1602	1
MWR Support for Sailor of the Year	4	418	29
Naval Safety Center	3	322a	22
Aquatics	15	1502c	1
Automotive Skills Center	20	2008r	8
Fitness	11	1111b	22
Navy Birthday Celebrations	3	304a	5
Navy Flying Club	4	409c(6)	11
Patron Eligibility	6	606	5
Navy Motion Picture Service	3	312	14
Patron Eligibility	16	1605	2
Patron Eligibility	6	606g	6
Nonappropriated Funds			
Cash Handling	4	433d	52
Change Funds	4	414	27
Definition	1	102r	4
Fiscal Oversight	4	432	46

INDEX

<u>SUBJECT</u>	<u>CHAPTER</u>	<u>SECTION</u>	<u>PAGE</u>
Nonappropriated Funds (continued)			
Hospitality Suites	23	2315f	13
Internet Connectivity	3	326	32
Investment of Local Funds	4	426b	44
Petty Cash Funds	4	414	27
Prohibited Use of	4	420	35
Proprietary Interest	1	104	6
Successor in Interest	4	426a	44
Transporting of	4	434	52
Travel of MWR Personnel	3	333	38
Nonappropriated Fund Instrumentality			
Contracting with APF entities	3	334	39
Definition	1	102s	4
Disestablishment	4	428	45
Official Commercial Travel Office	17	1703a(2)	1
Official Mail, use of	3	315	18
Official Web Information Services	3	325b	32
Ombudsmen	4	417	28
On-The-Job Training	3	316f	19
Operating Hours	2	204h	3
Operating Standards			
Facilities	28	2806	7
Marketing	28	2807	8
Monitoring and Oversight	28	2808	8
Professional Management and Staff	28	2805	6
Quality Products and Services	28	2804	6
Satisfied Customers	28	2803	6
Outdoor Recreation			
Back Country Travel	19	1912	7
Domestic Violence Misdemeanor Amendment	19	1918	13
Equipment Rental	19	1903	2
Fees and Charges	19	1913	11
Funding	19	1913	11
Guided Trips	19	1907	4
Information and Referral	19	1908	5
Marketing	19	1909	6
Recreational Shooting Ranges	19	1915	12

INDEX

<u>SUBJECT</u>	<u>CHAPTER</u>	<u>SECTION</u>	<u>PAGE</u>
Outdoor Recreation (continued)			
Recreation Vehicles	19	1916	13
Resale	19	1905	3
Reservations	19	1903g	2
Safety	19	1903f	2
	19	1906a	3
	19	1906c	4
	19	1907g	5
	19	1911a(5)	7
	19	1912c(10)	10
	19	1914	12
	19	1915b	12
	19	1917	13
SCUBA Program	19	1920	16
Sikes Act	19	1919	15
Skills Instructions	19	1906	3
Special Event Competitions	19	1907	4
Staff Training	19	1910	6
PAR-Q Form	11	1107f(3)	13
Patrons			
Advisory Groups	2	205	3
Compensation	2	205b	4
Assessments	2	204c	2
Eligibility	6	all	1-7
Identification of	1	107	12
Usage Statistics	3	328	33
Payroll Procedures	4	437	54
Personnel			
Employee Awards	4	416c	28
Travel	3	333	38
Petty Cash Funds	4	414	27
Phone Cards	3	324	31
Photographs, use of	3	341	48
Physical Activity Readiness Questionnaire (PAR-Q) Form	11	1107f(3)	13
Private Organization			
Definition	1	102u	5
	3	302	3
Financial Assistance	3	302e	4

(A)

INDEX

<u>SUBJECT</u>	<u>CHAPTER</u>	<u>SECTION</u>	<u>PAGE</u>
Insurance Requirement	3	302d	3
MWR Support Services Assistance	4	436	53
Oversight	3	302c	3
Use of MWR Facilities for Fund Raising	9	905c	3
Prizes			
Cash	3	308	11
Procurement			
Advance Deposits	4	430	45
Foreign Goods, Purchase of	5	505	2
Overseas Shipment	5	505c	3
Policy	5	503	1
Vehicles	5	516	12
Program Manager	1	102v	5
Promotions	3	306	9
Corporate Sponsorship	8	802	1
Food and Beverage	23	2306a	3
	23	2318	15
Information, Tickets and Tours	17	1704	3
	17	1710e	9
Phone Cards	3	324d	32
Random Giveaway	3	306	9
Sample Request to Conduct Promotional Activity	Appendix L		1
Tobacco Products	3	332b	38
Property			
NAF			
Donation of	5	506d,e	4
Excess, disposal of	5	506b	3
Unserviceable, disposal of	5	507b,c	4
Useful life, boats and Equipment	18	1814g	13
APF			
Excess, disposal of	5	506a	3
Unserviceable, disposal of	5	507a	3
Pulse Point	3	337	43
	13	1306	3
	28	2803a	6
Raffles	3	304c(1)	7
Recreation Activities, definition of	1	102w	5

INDEX

<u>SUBJECT</u>	<u>CHAPTER</u>	<u>SECTION</u>	<u>PAGE</u>
Recreation Centers, Category A	14	1401a	1
	14	1402	1
	12	1204	2
Recreation Centers, Category B	14	1401b	1
	14	1405	3
Recreation Sailing Program	18	1814	8
Recycling Program	3	313	14
Remote and Isolated Installations	3	331	36
Reserve Components Eligibility	1	102x	5
	6	603a	1
	6	604	2
Responsibilities			
Assistant Secretary of the Navy [Installations and Environment (ASN (I&E))]	1	105b	7
Assistant Secretary of the Navy [Manpower and Reserve Affairs (ASN (M&RA))]	1	105a	6
Commanding Officers	1	105i	9
	15	1502a	1
	18	1804b	2
COMNAVPERSCOM	1	105c	7
Director Navy Sailing (DONS)	18	1804c	3
Echelon 2	1	105g	8
Fiduciary	4	403	3
For Command Support	1	105h	9
Immediate Superiors in Command (ISICs)	1	105g	8
MWR Activity Manager	1	105k	10
MWR and NEX Board of Directors	1	105d	7
MWR Director	1	105j	10
	4	419c(4)	34
MWR/NEX Flag Officer Executive Council (FLEC)	1	105e	7
Navy Personnel Command (NPC-65)	1	105c	7
Program Manager	1	105f	8
Recreational Sports Activity Manager	11	1104	2
Station Comptrollers	4	419c(3)	34
Retention/Disposal of Records	3	327	34

INDEX

<u>SUBJECT</u>	<u>CHAPTER</u>	<u>SECTION</u>	<u>PAGE</u>
Returned Checks	4	431b	45
Reviews	4	404	4
	4	432	46
Risk Management Program	3	323	31
Rock Climbing	19	1912	7
Safety	3	322	21
Archery Ranges	19	1915a	12
Arts and Crafts	3	322d	22
Automotive Skills	20	2008	4
Campgrounds and RV Parks	19	1917	13
Ceramics	3	322d(1)(a)	22
Fitness	11	1111	22
Food and Beverage	23	2323	17
Go-Karts	3	322d(5)	28
Hockey	3	322d(3)	28
Information, Tickets and Tours (ITT)	17	1709e	8
Marinas	18	1814e	9
Naval Safety Center	3	322a	21
	11	1111b	22
	15	1502c	1
	20	2008r	8
Paintball	3	322d(4)	28
Personal Safety Afloat	18	1814e(6)	10
Photography	3	322d(1)(b)	23
Playgrounds	3	322d(6)	29
Recreation Vehicles	19	1916	13
RV Parks and Campgrounds	19	1917	13
Shooting Ranges	19	1915	12
Skating	3	322d(3)	28
Stables	3	322d(2)	27
Swimming Pools	15	all	1-25
Woodworking	3	322d(1)(c)	23
Sailor of the Year Support	4	418	29
Sale of Phone Cards	3	324	31
Satellite Reception	3	311	14
Self-Insurance Program	3	323	31
MWR Vehicles	5	519	19
Sikes Act	19	1919	15

INDEX

<u>SUBJECT</u>	<u>CHAPTER</u>	<u>SECTION</u>	<u>PAGE</u>	
Single Sailor Program	13	1302	1	
Program Manager Office	13	1302	1	
Smoking/Tobacco Policy	3	332	37	
Social Security Number on Checks, Requirement for	4	440	57	(A)
Special Interest Programs	3	304	5	
Special Interest Group	3	303	4	
Sponsorship	See Corporate Sponsorship			
Sports Program				
Navy Trial Camps				
Applications	10	1001c	2	
Assignment and Training	10	1002d	6	
Boxing	10	1004	9	
Eligibility	10	1001b	1	
Financial Support	10	1002c	5	
Governing Bodies	10	1007	11	
Hosting of Events	10	1003	7	
Non-Navy Sports	10	1005	9	
Orders	10	1001e	4	
Qualifying Standards	10	1001c	2	
Selection of Candidates	10	1001d	4	
Applications	10	1002a	5	
Athlete of the Year	10	1006	10	
Nomination Form	Appendix E		1-3	
National and International Competitions				
Assignment and Training	10	1002d	6	
Governing Bodies	10	1007	11	
Orders	10	1002e	6	
Selection of Candidates	10	1002c	5	
Staffing				
Aquatics	15	1512	9	
	15	1513	9	
	15	1514	10	
CPR	3	318	20	
	11	1105a	2	
ECECS	1	1021	2	
Fiscal Oversight and Review	4	432	46	
Fitness Programs	11	all	1-27	

INDEX

<u>SUBJECT</u>	<u>CHAPTER</u>	<u>SECTION</u>	<u>PAGE</u>
Staffing (continued)			
ITT	17	1709b	5
	17	1709c	7
Outdoor Recreation	19	1910	6
SCUBA Program	19	1920	19
Use of Volunteers	3	338	43
Standard Operating Procedures (SOP)	1	108	12
	3	309	11
Successor in Interest	4	426	44
Support Services Assistance to Other Organizations	4	436	53
Survey	3	337	43
	13	1306a	3
	28	2803a	6
Taxes	4	427	44
	23	2332	21
Tenant Commands	2	205	3
Fund Raising	9	902	1
Participating Units	4	406	5
Raffles, Lotteries and Other Forms of Gambling	9	904	2
Responsibility of Host Command	4	405	4
Tobacco/Smoking Policy	3	332	37
Travel on MWR Business			
Military and APF Personnel	3	333a	38
NAF Personnel	3	333b	38
Training	3	316	18
Automotive Skills	20	2004	2
Bowling	21	2108	4
Cardiopulmonary Resuscitation (CPR)	3	318	20
Command Evaluation and Review Staff	4	432i	48
Customer Service	3	317	20
	3	336	41
Food and Beverage	23	2316c	14
	23	2334c	30
Golf	22	2206	3A

(R

INDEX

<u>SUBJECT</u>	<u>CHAPTER</u>	<u>SECTION</u>	<u>PAGE</u>
Training (continued)			
Individual Development Plan (IDP)	3	316h	20
Information, Tickets and Tours (ITT)	17	1709c(3)	7
On-The-Job	3	316f	19
Outdoor Recreation	19	1910	6
Prevention of Alcohol Abuse	3	319	20
Professional Development	3	316e	19
Professional Organizations	3	320	21
SCUBA Program	19	1920(b)	18
Travel Costs	3	316d	19
Tuition Costs	3	316g	20
Transporting Nonappropriated Funds	4	434	52
Uniformed Services	1	102y	6
Unit Recreation Funds			
Expenditure of Funds	4	406b	5
	4	406d	6
Policy	4	406	5
Receipt from Afloat Units	4	439	56
Supplemental Support	4	406g	6
Unit Commands	2	205	3
	4	406	5
United Service Organizations (USO)	7	705	2
Use of MWR Facilities for Fund Raising	9	905d	3
Unofficial Web Information Service	3	325b	32
USA (Utilization, Support and Accountability) Practice	4	419	29
Usage Statistics	3	328	33
Utilization, Support and Accountability (USA) Practice	4	419	29
Sample MOU for USA Practice	Appendix B		1-3

(A)

INDEX

<u>SUBJECT</u>	<u>CHAPTER</u>	<u>SECTION</u>	<u>PAGE</u>
Vehicles, MWR			
Allowance List	5	514	10
Annual Report	5	520	19
APF	5	513	9
Automotive Skills Program	20	2006	4
Definition	5	509	8
Identification	5	518	17
Information, Tickets and Tours (ITT)	17	1709d	7
Insurance	5	519	19
Prestige	5	510b	8
Prohibited Use	5	512	9
Registration and Licensing	5	517	14
Useful Life	5	510d	8
Use of	5	511	8
Veterinary Treatment Facilities (VTF)	3	335	40
Volunteers	1	102z	6
Hosts	3	339	45
Open House Event	3	314c	16
Recruiting, Training, and Accepting Volunteer Services	3	338 339	43 45
Services Agreement	Appendix I		1-4
Use of Volunteer Hosts at Marinas, Campgrounds, and Parks	3	339	45
VTF	3	335	40
Websites, information on	3	325	32
Youth			
Fitness Program	11	1107c(11)	10
Programs	4	409b(1)	9
Recreation Program	16	1602	