



**DEPARTMENT OF THE ARMY**  
JOINT BASE GARRISON HEADQUARTERS, JOINT BASE LEWIS-MCCHORD  
1010 LIGGETT AVENUE, BOX 339500, MAIL STOP 1AA  
JOINT BASE LEWIS-MCCHORD, WA 98433-9500

OCT 21 2020

IMLM-MWN

MEMORANDUM FOR: All JBLM Commanders and Unit Fund Managers

SUBJECT: Memorandum of Instruction for Unit Funds

1. REFERENCES:

a. AR 215-1 (Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities), 24 September 2010.

b. AR 600-20 (Army Command Policy), 18 March 2008/RAR 20 November 2009.

c. DoD FMR 7000.14-R, Volume 13 (Nonappropriated Funds Policy and Procedures), June 2011.

d. DFAS-IN Regulation 37-1, (Finance and Accounting Policy Implementation, Chapter 32), September 2009.

e. Memorandum, CFSC-FM-C, 16 April 2004, subject: Army Level Requirements (ALR) Morale, Welfare, and Recreation (MWR) Unit Fund Support to Army Troops Deployed Overseas and Activated Reserve Component (RC) Units in Support of Homeland Security.

2. PURPOSE: To assist unit/squadron commanders in the operation and maintenance of unit fund accounts by consolidating information contained in numerous directives and to establish local procedures governing the administration of unit funds.

3. APPLICABILITY:

a. This policy applies to all organizations assigned or attached to I Corps, 62d Airlift Wing, 627<sup>th</sup> Air Base Group (ABG), and Joint Base Lewis-McChord (JBLM).

b. The policies and procedures herein are applicable to all unit funds centralized at IMWRF (installation morale, welfare, and recreation fund) level under the jurisdiction of this headquarters.

4. SOURCE OF FUNDS:

a. Unit funds are nonappropriated funds provided for the entertainment, recreation and comfort of the personnel of the unit/squadron, but only when equitable benefits

IMLM-MWN

SUBJECT: Memorandum of Instruction for Unit Funds

accrue to all personnel of the unit/squadron. Unit funds can be organized and administered at battalion, wing, group, squadron, separate company, battery, or troop level at the option of the commander.

b. The unit/squadron's annual dividends will be allocated at the beginning of each fiscal year. Dividends will be computed by the Nonappropriated Fund (NAF) Financial Management (FM) office based upon assigned strengths reported. Army unit commanders are required to prepare and submit an annual memorandum to the NAF FM office (figure 1). Air Force wing, group, and squadron strengths will be provided by the Air Force Military Personnel Section (MPS). The strength report is due annually no later than 15 September, prior to the start of the new fiscal year. A revised report will be issued when the strength of the unit/squadron changes by more than twenty percent (20%) during the fiscal year. If the strength report is not received by the due date, the account will be frozen for use in the new fiscal year until the required documents are received.

c. The annual allocation to units is four dollars (\$4.00) per service member based upon assigned strength.

d. Isolated Army units receive an annual allocation of ten dollars (\$10.00) per soldier into the unit fund account.

e. Unit funds may be carried over from one year to the next and do not expire at the end of a fiscal year.

## 5. RESPONSIBILITIES:

a. Directorate of Family, Morale, Welfare, and Recreation (DF&MWR):

(1) Exercises command responsibility for the administration and control of unit funds centralized at the IMWRF level.

(2) Employs a unit fund manager, from the NAF FM office, who is responsible for all procurements made with unit funds, managing the unit fund account, and maintaining the official fund records. The unit fund manager or his/her designated representative, is the only person(s) authorized to approve purchase requests and obligate funds.

(3) Balances statements will be issued upon request from the unit/squadron commanders. All correspondence with the unit fund manager should be directed to the JBLM-Main NAF FM office, building 2013, 3<sup>rd</sup> ST, (253) 966-4300. Written

IMLM-MWN

SUBJECT: Memorandum of Instruction for Unit Funds

correspondence should be sent to: DF&MWR, NAF RMD, ATTN: IMLM-MWN (NAF Financial Management), Mail Stop 20.

(4) Maintains a NAF property management office for control of property purchased with unit funds. The current address for NAF property management is building 2057, Crary ST, JBLM-Main, (253) 967-8327 or DF&MWR, NAF RMD, ATTN: IMLM-MWN (NAF Property Management – Supply), Mail Stop 20.

b. Unit/Squadron Commander:

(1) Prepares DA Form 1687 (figure 2) listing name, rank, signature and initials of those individuals authorized by the commander to receive supplies, equipment, and funds. This document must be kept current and be maintained in the unit files. A copy will be forwarded to the NAF FM office (ref 5.a.2.). Only those individuals listed on the DA Form 1687 will be authorized to conduct unit fund business. An assumption of command order letter (figure 3) will be completed by the incoming commander and presented with the DA Form 1687.

(2) Ensures submission of unit assigned strength reports (figure 1) and notifies the NAF FM office (ref 5.a.2.) of change in unit status as identified in paragraph 4 of this document.

(3) Will, at their discretion, establish a unit fund advisory council. Composition should be representative of the unit and include a chairperson and recorder. Members will exercise control over the unit funds and be guided on the principle that such funds are held in trust to be used for unit morale, welfare, and recreation activities to benefit all members of the unit. This includes ensuring any assigned agencies receive their fair share of funds based on unit strength.

(4) Appoints himself/herself, or a designated alternate, to act as the unit fund manager (figure 4).

(5) Reviews the unit fund financial statements, and ensures records are maintained in the event of an audit.

(6) Signs and posts a copy of the unit fund statement on the bulletin board for the information of unit personnel.

(7) Receives unit fund property in accordance with paragraph 9 of this regulation.

IMLM-MWN

SUBJECT: Memorandum of Instruction for Unit Funds

## 6. ESTABLISHMENT/CANCELLATION OF UNIT FUND ACCOUNTS:

a. The unit fund account code is the authority for the unit to draw dividends. Upon activation of a unit or squadron, the commander will submit a request for a unit fund account code to the NAF FM office (ref 5.a.2.). The written request will be accompanied by a copy of the activation orders and its assigned strength (figure 1).

b. Upon inactivation of a unit/squadron, the commander will submit a request for cancellation of the unit fund account code to the NAF FM office (ref 5.a.2.).

c. Upon re-designation/reactivation of a unit or squadron, the commander will submit a request for cancellation of the old unit fund account code and assignment of a new unit fund account code to the NAF FM office (ref 5.a.2.).

d. In the event a JBLM unit/squadron, in its entirety, has a permanent change of station, the NAF FM office will close out the account. All assets and property will revert to the IMWRF with the exception of unit awards and/or trophies which are distinctive to the unit/squadron. These items will be transferred on DA Form 3161 to the receiving installation.

## 7. PURCHASE PROCEDURES:

a. In an effort to best sustain installation programs and services, effective immediately, use of Unit Funds for any function or social event is limited to MWR organizations. If MWR is unable to provide requested service, equipment rental, etc. approval may be granted to purchase from an alternate source, only AFTER a statement of non-availability is received from the representative of the MWR facility that was unable to provide service. Supplies may be purchased from installation AAFES or Commissary if the items are not available from MWR.

b. The unit/squadron commander or his designated representative will submit a signed memorandum requesting expenditures of unit funds to the NAF FM office (ref 5.a.2.) (figure 5). The memo must contain the unit account code, description of the expenditure (including the date and name of the event), the amount of money requested, and the person designated to receive funds. The representative must be listed on the DA Form 1687 to receive any funds or information regarding the unit fund balance. The memo must include the statement: The unit fund activity/purchase is intended for off-duty recreational purposes and is available to all military members of the unit. The memo must be signed by the unit/squadron commander.

IMLM-MWN

SUBJECT: Memorandum of Instruction for Unit Funds

c. Transfers between activities (DA form 4080), petty cash, International Merchant's Purchase Authorization Card (IMPAC) Visa credit card, or IMPAC check will be used to process unit fund purchases.

d. When a unit/squadron has an event at a MWR facility, a DA form 4080 will be used to transfer funds between the unit fund account and the MWR activity. The NAF FM office will prepare the required documentation.

e. For expenditures less than \$500 per transaction: Petty cash will be issued by the NAF FM office. The original receipt(s) of purchase(s) and any unused funds will be returned to the NAF FM office (ref 5.a.2.) within two working days of receipt of money.

f. For expenditures between \$500 and \$5,000; AND the vendor accepts the Visa credit card: Submit the purchase request to the NAF FM office (ref 5.a.2.) at minimum 10 working days prior to date of requirement. The NAF FM office will prepare the required documentation and initiate the purchase. The original receipt(s) will be turned into the NAF FM office within two working days after receipt of purchase.

g. For expenditures between \$500 and \$2,500, and the vendor does NOT accept the Visa credit card: Submit a purchase request to the NAF FM office (ref 5.a.2.) at minimum 10 working days prior to the date of requirement. The NAF FM office will prepare documentation to issue an IMPAC check. The fund will be charged the bank's 1.8% service charge fee. The original receipt(s) will be turned into the NAF FM office within two working days after receipt of purchase.

h. For all expenditures exceeding \$5,000 or \$2,500 if the vendor does not accept the Visa credit card: Submit a purchase request to the NAF FM office (ref 5.a.2.) at minimum 30 days prior to the date of requirement. The NAF FM office will prepare and submit the required documentation to the Army NAF contracting office.

i. No funds will be issued to a unit that has an outstanding expenditure, excluding periodicals.

j. Periodical invoices will be paid by the NAF FM office and will be charged to the appropriate unit fund account. A copy of the purchase order, receiving report, or invoice will be sent to the unit.

k. A tax exempt form will be obtained from the NAF FM office (ref 5.a.2.) prior to expenditure of funds for taxable items purchased off-base.

IMLM-MWN

SUBJECT: Memorandum of Instruction for Unit Funds

I. Questions concerning the validity of a purchase should be directed to the NAF FM office (ref 5.a.2.). As a general rule, always the following purchases are authorized:

(1) Awards for Airman of the month and Airman of the quarter are valid for one year from date of minutes.

(2) Recreational type items authorized by appropriated funds when a certificate of non-availability and/or a memorandum of no funds available are obtained from proper sources.

(3) Maintenance service for all items listed on the computerized unit fund hand receipt.

(4) Magazines, paperback books and newspaper subscriptions.

(5) Purchase of food and beverages for unit fund parties. Beverages with alcohol content of more than 3.2% will not be purchased with unit fund money. All unit parties where alcoholic beverages are served will be restricted to this installation (day room, dining facility, American Lake Conference Center, McChord Field Club, MWR picnic areas, etc.).

(6) Stationery with unit designation imprinted thereon, placed in the day room for use by all members of the unit.

(7) Games for the unit dayroom.

(8) Dining facility decorations for Thanksgiving and Christmas.

(9) Pictures, picture frames, and posters.

(10) Tickets for entertainment and sporting events (purchased via MWR)

(11) Other recreational type articles or services approved by the IMWRF resource manager.

(12) Microwave ovens, televisions, and stereos for the unit dayroom.

m. Unauthorized Purchases: The use of unit funds is prohibited for the following supplies, equipment, and services. This list is only intended to be used as a guideline and is not all inclusive:

IMLM-MWN

SUBJECT: Memorandum of Instruction for Unit Funds

(1) Any purchase made outside of a MWR facility, without a statement of availability and preapproval from installation MWR office.

(2) Grass seed, fertilizer, and various other beautification items.

(3) Paint, sprayers, and rollers.

(4) Guidons and/or flags.

(5) Covers for Charge of Quarters books, sign out books, duty rosters, etc., used in the conduct of official business.

(6) Material such as rimmed tabs, nails, hooks, and screws used on manning boards/bulletin boards.

(7) Plywood, wallboard, lumber, paint, and other materials used to construct manning boards/bulletins or carts of various nature.

(8) Items purchased for resale, e.g., t-shirts, sodas, mugs, and coins.

(9) Greeting cards, flowers, or gifts for individuals and/or organizations.

(10) Tips/gratuities.

#### 8. Property Accountability.

a. Commanders will maintain, safeguard and account for all unit fund property which is held on a hand receipt from NAF property management office. During change of command, incoming and outgoing commanders will conduct a joint inventory of all NAF property. The incoming commander will sign a hand receipt in conjunction with the NAF property management office (ref 5.a.3.).


b. Both non-expendable and controlled expendable unit fund property that becomes unserviceable will be turned into the NAF property management office (ref 5.a.3.).

c. Unit fund property losses will immediately be reported to the Military Police. Written documentation will be submitted to the NAF resource manager, through the NAF FM office (ref 5.a.2.) and to the NAF property management office (ref 5.a.3.) within three working days. The Director of F&MWR will determine the need for an investigation in accordance with the provisions of AR 215-1.

IMLM-MWN

SUBJECT: Memorandum of Instruction for Unit Funds

9. Point of contact is Edward Kim, 253-967-8386, Edward.j.kim3.naf@mail.mil.

  
SKYE D. DUNCAN  
Colonel, SC  
Commanding

5 Encl:

1. Sample Unit Strength Report
2. Sample Delegation of Authority
3. Sample Assumption of Command
4. Sample Appointment of MWR Unit Funds Manager
5. Sample Request to Use Unit Funds
6. Sample Statement of Non-Availability



YOUR UNIT  
FUND CODE  
(e.g., AA)

YOUR UNIT'S OFFICIAL  
MAILING ADDRESS, TO INCLUDE BOX NUMBER  
AND NINE-DIGIT ZIP CODE

(OFFICE SYMBOL, MAIL STOP #)

(DATE)

MEMORANDUM FOR Directorate of Family and Morale, Welfare and Recreation, NAF  
Resource Management Division, ATTN: IMLM-MWN (NAF Financial Management)

SUBJECT: Unit Strength Report for FY \_\_\_\_\_.

1. The total strength assigned to (unit name) is \_\_\_\_\_.
2. POC for this matter is (rank, name, and phone number).

COMMANDER'S SIGNATURE

Figure 1  
Sample, Unit Strength Report

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <i>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</i>				DATE	
				20201008	
<b>AUTHORIZED REPRESENTATIVE(S)</b>					
ORGANIZATION RECEIVING SUPPLIES A Company, 2/1 Infantry Regiment				LOCATION Joint Base Lewis-McChord, WA 98433	
LAST, FIRST, MIDDLE INITIAL		AUTHORITY		SIGNATURE AND INITIALS	
		REQ	REC		
Smith, John Q 1LT		No	Yes		
Jones, Edward S SFC		No	Yes		
//////////Nothing follows//////////					
<b>AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER</b>					
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE					
THE AUTHORITY TO: Receive unit funds and unit fund purchases; conduct unit fund transactions					
REMARKS					
<b>I ASSUME FULL RESPONSIBILITY</b>					
UNIT IDENTIFICATION CODE N/A			DODAAC/ACCOUNT NUMBER Unit Fund Code		
LAST, FIRST, MIDDLE INITIAL		GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE
Barnes, James CPT		O3	967-9999	20211008	

DA FORM 1687, NOV 2015

PREVIOUS EDITIONS ARE OBSOLETE

APD LC v1.01ES

Figure 2  
Sample, DA Form 1687  
(Notice of Delegation of Authority – Receipt for Supplies)

YOUR UNIT'S OFFICIAL  
MAILING ADDRESS, TO INCLUDE BOX NUMBER  
AND NINE-DIGIT ZIP CODE

(OFFICE SYMBOL, MAIL STOP #)

(DATE)

MEMORANDUM FOR TO WHOM IT MAY CONCERN

SUBJECT: Assumption of Command

1. Effective (date), the undersigned assumes command of (the unit), (unit's official mailing address), vice (former Commander).
2. Authority: Paragraph 2-5, AR 600-20.
3. Period: Until officially relieved or released from command.

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INCOMING COMMANDER'S SIGNATURE

Figure 3  
Sample, Assumption of Command Order

YOUR UNIT  
FUND CODE  
(e.g., AA)

YOUR UNIT'S OFFICIAL  
MAILING ADDRESS, TO INCLUDE BOX NUMBER  
AND NINE-DIGIT ZIP CODE

(OFFICE SYMBOL, MAIL STOP #)

(DATE)

MEMORANDUM FOR RECORD

SUBJECT: Additional Duty Appointment/Assignment – MWR Unit Funds Manager

1. Effective (date), the following individuals are appointed as the MWR Unit Funds Managers for (enter unit's name here).

_____ (name and rank) _____	Primary Unit Fund Manager
_____ (name and rank) _____	Alternate Unit Fund Manager
_____ (name and rank) _____	Alternate Unit Funds Manager

2. Authority: AR 215-1, Chapter 6.

3. Purpose: To perform Unit fund duties to include:

a. \_\_\_\_\_.

b. \_\_\_\_\_.

4. Period: Indefinite or until rescinded.

5. Special Instructions: Become familiar with AF 215-1 and perform duties as prescribed in AR 215-1, Chapter 6 and JBLM Reg 215-2.

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COMMANDER'S SIGNATURE

Figure 4  
Sample, Appointment Order

YOUR UNIT  
FUND CODE  
(e.g., AA)

YOUR UNIT'S OFFICIAL  
MAILING ADDRESS, TO INCLUDE BOX NUMBER  
AND NINE-DIGIT ZIP CODE

(OFFICE SYMBOL, MAIL STOP #)

(DATE)

MEMORANDUM FOR Directorate of Family and Morale, Welfare and Recreation, NAF  
Financial Management, ATTN: IMLM-MWN

1. Request the use of Unit funds for: (Unit name and account code)
2. Funds should be issued to: (Name of Unit fund representative) (Representative must be listed on DA Form 1687 on record at NAF Financial Management Office).
3. Description of the expenditure including total cost, date, and name of event.
4. Mandatory statement: The use of unit funds is authorized for this purchase. Activity and / or purchases are intended for off-duty recreational purposes and available to all military members of the unit.
5. Point of contact (name, rank and phone number)

(Note: Memo will be signed by the Unit Commander.)

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COMMANDER SIGNATURE

Figure 5  
Sample, Request to use Unit Funds

Statement of Non-Availability  
For the use of Joint Base Lewis-McChord MWR  
Unit Funds

Requestor: \_\_\_\_\_ Unit Code: \_\_\_\_\_

MWR Facility Name: \_\_\_\_\_

MWR Point of Contact and Alternate: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Type of supplies / services / rentals requested: \_\_\_\_\_

Purpose of request: \_\_\_\_\_

\*\*\*\*\*

MWR employee acknowledges that supplies / services / rentals are unavailable on day requested.

MWR Employee Signature / Date: \_\_\_\_\_

Figure 6  
Sample, Statement of Non-Availability