



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
US ARMY COMMUNITY AND FAMILY SUPPORT CENTER  
4700 KING STREET  
ALEXANDRIA VA 22302-44 06

APR 16 2004

CFSC-FM-C

MEMORANDUM FOR SEE DISTRIBUTION

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

1. Reference memorandum, CFSC-SP, 12 Aug 03, subject: Morale, Welfare, and Recreation (MWR) Unit Fund Support to Deployed Troops (enclosure 2).
2. The procedures pertinent to payment of the nonappropriated fund (NAF) unit fund support to Active Component (AC) and activated Reserve Component (RC) units, including Army National Guard units in support of Homeland Security, are provided in a letter of instruction (LOI) at enclosure 1 with a quick reference summary index at enclosure 3. The LOI is effective immediately and is retroactive, for units meeting the conditions of the LOI, to 1 October 2002. Please distribute this memorandum with the enclosed LOI to all AC units, RC units and garrison MWR offices within your organization.
3. Commanders of deployed units, including those units that have deployed and subsequently returned since 1 October 2002, may request unit funds from the Installation Management Agency (IMA) garrison from which their unit deployed. Likewise, RC units, which were activated under title 10, United States Code and subsequently de-activated, may request unit funds for the period of activation if the unit was assigned to a CONUS area for duty and housing was located remotely from any Armed Services' garrison and as such the unit was not able to participate in garrison MWR programs. These unit funds will be available for use by units for up to one year after redeployment, de-activation, or the date of this memorandum, whichever is later.
4. The IMA Southeast Region Office (SERO) will administer the Army Level Requirements (ALR) MWR Support to Deployed/Activated Units program in CONUS. The Pacific Region Office (PARO) and Europe Region Office (EURO) will provide the same services and actions for garrisons within their regions. Garrisons that had provided unit funds to deployed units may request reimbursement up to the authorized \$2.00 per month per capita level, using the procedures outlined in the LOI, through their servicing region office. If the unit funds provided were less than the authorized level, unit commanders may request the difference using the procedures outlined in the LOI. Unit funds reimbursed are subject to the guidance and procedures in the LOI.
5. Point of Contact (POC) for the U.S. Army Community and Family Support Center is Mr. Christopher Ryan, commercial 703-681-7291, DSN 761-7291, e-mail

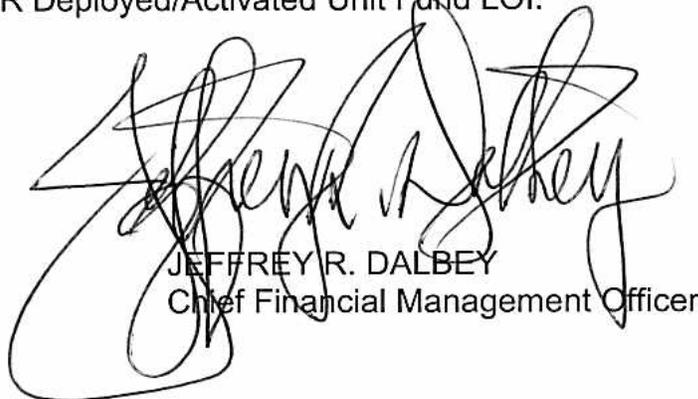
CFSC-FM-C

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

Chris.Ryan@cfsc.army.mil, POC for the Southeast Region is Ms. Connie Bautista,  
commercial 404-464-2981, DSN 367-2981, e-mail

Consortia.Bautista@forscom.army.mil. The LOI and blank spreadsheet schedules with  
imbedded formulas are available on the web at <http://www.armymwr.org> under Financial  
Management – Documents – ALR Deployed/Activated Unit Fund LOI.

FOR THE COMMANDER:



JEFFREY R. DALBEY  
Chief Financial Management Officer

Encls  
as

DISTRIBUTION:

COMMANDER

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DIRECTOR:

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DEFENSE LOGISTICS AGENCY (DSS-Q)

CFSC-FM-C

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

CF:

HQDA (DAMH-MD)

HQDA (DASG-VC)

HQDA (SAAG-AF)

HQDA (SAFM-RB)

DFAS-ADIN/IN

DFAS - NAF FINANCIAL SERVICES

LETTER OF INSTRUCTION  
ARMY LEVEL REQUIREMENTS  
MORALE, WELFARE, AND RECREATION  
UNIT FUND SUPPORT TO ARMY UNITS  
IN DEPLOYMENT STATUS OVERSEAS AND ACTIVATED RESERVE  
COMPONENT UNITS IN SUPPORT OF HOMELAND SECURITY

1. PURPOSE:

This letter of instruction (LOI) provides references and sets forth procedures pertinent to payment of the nonappropriated fund (NAF) unit fund support to Army units in deployment status overseas and activated reserve component (RC) units in support of Homeland Security.

2. APPLICABILITY AND SCOPE:

a. This LOI applies to U.S. Army units in deployed status, activated RC units, including both Army National Guard (NG) and Army Reserve (AR) units, Installation Management Agency (IMA) Region Morale, Welfare and Recreation (MWR) offices and Army garrisons. It does not apply to unit fund distribution to Army troops deployed to the Army Central Command (ARCENT) in Kuwait and Qatar. The ARCENT, at Camp Doha, Kuwait, and Camp As Saliyah, Qatar, is responsible for Army MWR unit funds to troops assigned to those stations.

b. The Army Level Requirements (ALR) MWR Support to Deployed/Activated Units is available during mobilization, contingency, RC activation, and wartime operations. Support for all categories of MWR activities, other than the Army MWR unit funds, during contingency and combat operations shall be funded with appropriated funds (APFs). Also, financial operations during contingency deployment are stated in AR 215-1, Chapter 8, Section IV.

(1) The garrisons from which troops are deployed overseas provide MWR support during all levels of contingency operations/mobilizations occurring prior to actual deployment. Per DODI 1015.15, paragraph 5.1.1.4., tenant organizations shall be afforded the same facility use and program participation privileges as afforded to organizations or units of the parent garrison and all per capita funding distributions shall count personnel of these tenant organizations on the same basis as personnel of the parent garrison.

(2) Permanent orders of mobilized RC units stipulate that on arrival at the mobilization station, command passes to the senior mission commander; therefore, the garrison at the mobilization location provides the MWR support. As stated in AR 215-1, paragraph 5-13, activated units or personnel receive the same NAF support given to regular Army units or personnel.

*ENCL 1*

(3) Authorized usage of NAF is defined in AR 215-1, Chapter 4, Section III and at Appendix D, Table D-1.

c. Upon submission of the required reports, the Army MWR Fund (AMWRF) will provide ALR NAF unit fund payments to the garrison on a calendar quarter basis. The unit fund support, as currently defined in Chapter 5 of AR 215-1, is at a rate of \$2.00 per capita/per month for:

(1) Army troops inclusive of RC troops in deployment status. For these troops, the garrison from which the units actually deployed is responsible for administering this program.

(2) RC units activated under title 10, United States Code where the unit was assigned to a CONUS area for duty and housing which was located remotely from any Armed Services' garrison. This assignment would normally be for Homeland Security missions. By being located remote from a garrison, the unit was not able to participate in garrison MWR programs. RC units housed or serving at any Services' garrisons are to be provided MWR support by the garrison at the same level provided to all units assigned to the garrison.

### 3. DEFINITIONS:

Terms used in this LOI are defined at Appendix B.

### 4. EFFECTIVE DATE:

These procedures are effective immediately. Authorization of ALR MWR Support to Deployed/Activated Units overseas and activated RC units is retroactive (see Appendix B) to October 2002 and will continue until stabilized cantonment garrison operations are established in the theater of operations.

### 5. GUIDANCE:

a. The ALR MWR Support to Deployed/Activated Units of \$2.00 monthly per capita supports Army units deploying overseas under title 10, United States Code, who have official orders identifying the garrison as the mobilization station prior to deployment overseas and those RC units activated to CONUS locations where they are unable to participate in MWR activities of a garrison due to conditions outlined in paragraph 2.c.(2) above. Eligibility for deploying units starts on the date of departure from the CONUS garrison and ends on the date of redeployment. For those RC units that meet the conditions of paragraph 2.c.(2) of this LOI, the effective dates correspond to the period of mobilization.

b. After the effective date of this LOI, advance payments may only be made by the deployment location garrison, on an exception basis, with prior regional approval. The request for exception must clearly state the justification and include, as a minimum, the unit identification, the time period the advance is to cover and the methodology for

determining the amount of the advance. A copy of the region approval must be submitted to the servicing accounting office with the advance request. The actual AMWRF ALR MWR Support to Deployed/Activated Units program reimbursement will be based on the actual reports submitted by the servicing region office on a quarterly basis.

c. The IMA Southeast Region MWR Office (SERO) will administer and manage the ALR MWR Support to Deployed/Activated Units program for Army CONUS assigned AC and RC units per the references in Appendix A and the instructions in this LOI. The Pacific Region Office (PARO) and the Europe Region Office (EURO) will perform the functions for the garrisons in their regions. Until such time as AR 215-1 is revised to reflect the IMA Region assumption of MACOM MWR responsibility, references within the regulation to Command MWR responsibilities for unit fund support should be read as the applicable IMA region.

d. The expenditure of NAFs will be in accordance with AR 215-1, policy on unit funds in Chapter 5, and DOD 7000.14-R, Volume 13, Appendix A, Chapter 9.

e. The local garrison internal review office should be made aware of this program in case of any future audit requirements.

f. Command activities that are not considered MWR programs are not authorized to use unit fund support for such activities per enclosure 3 of DoD Instruction 1015.15:

(1) Payment for any expense involving a change of command or retirement ceremony, command representation, protocol function, awards ceremonies in conjunction with mission exercises, or any other event for select individuals or a group is not authorized.

(2) Unit funds should not be used to purchase audiovisual or communications equipment.

g. All per capita entitlements are based on end of month troop strength reports/schedules.

h. Upon redeployment/deactivation of a unit, eligibility for this program ceases at the end of the month in which the redeployment/deactivation occurs.

i. Residual/unspent unit funds for deployed units may continue to be used by the unit for recreational activities for up to one year after redeployment. When the year time limit expires, an accounting of the funds will be provided to the servicing garrison Financial Management Division (FMD) office. Any remaining unspent unit funds will revert to the deployment garrison.

6. RESPONSIBILITIES – DEPLOYED UNITS (see paragraph 7 below for responsibilities of CONUS located activated RC units):

a. The unit commander of the deployed unit will appoint a unit fund custodian who will:

(1) Submit timely accurate troop strength schedules (Appendix E) to the Deployment Garrison Director, Community Activities (or similar position), ATTN: MWR Financial Management Division (FMD), to meet garrison reporting requirements at paragraph 6.c. below. The instructions for the unit fund schedules are found at Appendix D. The report should be submitted within 10 calendar days after each calendar quarter. This also includes any documentation to support garrison requirements to seek reimbursement of unit funds provided to the unit prior to announcement of this ALR program.

(2) Indicate in the requests whether the funds are to be actually provided or held for future use after redeployment. Note, funds are available to the unit for up to one year after redeployment for current requests and for up to one year after the date of this memorandum for retroactive requests.

(3) Maintain accurate records of unit activity NAF expenditures. These records are to be provided to the garrison FMD not later than one year after redeployment.

b. The garrison MWR Director of Community Activities will:

(1) Provide information on availability of NAF unit fund support to garrison Directorate of Plans, Training and Mobilization for deployment information purposes.

(2) Initiate and distribute payment of ALR MWR Support to Deployed Units deploying overseas from their garrison in accordance with the procedures in this LOI.

c. The garrison FMD will:

(1) Review troop strength report submission from the deployed/activated units and ensure that the information is complete and that rear detachment personnel are not included/counted with the troop personnel that deployed/activated.

(2) Complete/consolidate quarterly strength/unit funds schedules (Appendix E) and submit a report to their IMA Region no later than the 25th calendar day after each calendar quarter.

(3) Maintain detail, by military unit, of funds remaining available to the unit and reconcile these details with the garrison NAF financial statement (general ledger account code (GLAC) 206 – (Dividends Payable).

(4) Provide servicing NAF accounting office a unique location code to be used in association with program code HD (Unit Activities) and department code 5L (Special Soldier Support operations) for use of this ALR program.

(5) Provide servicing NAF accounting office sufficient documentation/information necessary to properly account for any funds received under the retroactive provisions of this program.

(6) Provide servicing NAF accounting office sufficient documentation/information for any funds, which are to be advanced to units in order for the accounting office to properly account for these funds. Identification of funds received from the AMWRF must be made by the FMD to the accounting office as to amounts that were previously advanced to units versus those that are still payable to the units. See the responsibilities listed for the servicing accounting office for other related FMD responsibilities.

(7) Maintain records of accounting transactions, supporting documentation, and receipts necessary to substantiate the use of the unit funds. The records, for future audit/inspection, should be retained per record retention guidelines.

(8) Forward data for reimbursement (Appendix F) to the respective IMA region. The instructions for the garrison schedules are found at Appendix D.

(9) When expiration of the time limit for use of the funds by the units is reached, the FMD will notify the servicing accounting office of the remaining amount. This amount will be transferred from GLAC 206 (Dividends Payable) to GLAC 809 (AMWRF Dividends).

(10) Ensure that all documentation pertaining to ALR MWR Support for Deployed Units that is forwarded to the servicing accounting office reflects the applicable GLAC(s) as stated in this LOI.

d. The IMA Region will:

(1) Authenticate and consolidate data (Appendix F) submitted by their garrisons. Northeast Region MWR Office (NERO), Northwest Region MWR Office (NWRO) and Southwest Region MWR Office (SWRO) will submit completed region-consolidated schedules (Appendix G) to SERO no later than the 35th calendar day after each quarter. The PARO and EURO Regions will submit the schedules (Appendix G) directly to the U.S. Army Community and Family Support Center (CFSC-FM-C) no later than the 35th calendar day after each quarter. The instructions for the region schedules are found at Appendix D.

(2) Provide oversight, technical and regulatory guidance for the ALR MWR Support to Deployed/Activated Units program to garrisons of Army forces in deployment status and activated RC units.

(3) The SERO will consolidate data submitted by NERO, NWRO, SWRO with SERO data and submit properly completed quarterly schedules to CFSC-FM-C with the per capita count and amounts of ALR MWR Support to Deployed/Activated Units that

are to be reimbursed to the garrison accounts. The consolidated report/schedules should be submitted no later than the 60th calendar day after each calendar quarter.

e. CFSC-FM will make the actual distributions to the garrison MWR accounts per the reports/schedules submitted.

f. The servicing accounting office will:

(1) Upon notification from CFSC-FM of AMWRF distributions, credit GLAC 206 (Dividends Payable) for the distribution.

(2) When requested by the garrison FMD, issue checks payable to the unit fund in accordance with the DoD 7000.14 – R, Financial Management Regulation, Volume 13, Chapter 5, paragraph A050107. Recognize these expenditures as GLAC 697 (Dividend Expense). An equal amount will then be debited to GLAC 206 (Dividends Payable) and credited to GLAC 809 (AMWRF Dividends).

(3) This same accounting procedure is to be used for any other expenditure made on behalf of the unit from this program.

(4) Funds received under the retroactive provisions of this program, which reimburse garrisons for prior year recognized expenditures, are to be accounted for as GLAC 892 (Extraordinary Income) within program code HD (Unit Activities) under the unique location code established for this ALR program using department code 5L (Special Soldier Support Operations). Any funds received under the retroactive provisions of this program, which reimburse garrisons for current year but previously recognized expenditures, are to be accounted for by moving prior entries to this location code etc., and the utilization of accounting treatment described above.

(5) Further detailed accounting guidance is found at Appendix C.

7. RESPONSIBILITIES – the unit commander of RC UNITS, meeting conditions of paragraph 2.c.(2), will appoint a unit fund custodian who will:

a. Submit timely accurate troop strength schedules (Appendix E) to coordinating garrison IAW AR 215-1, paragraph 5-12. This also includes any documentation to support requests under the retroactive provision of this program. The instructions for the unit fund schedules are found at Appendix D.

b. Maintain accurate records of the unit activities NAF expenditures.

c. Provide the RC units bank name and bank routing and account number in the requests.

## 8. PROCEDURES:

a. The ALR MWR Support to Deployed/Activated Units payment will be made each quarter from the AMWRF to the garrison from where units deploy overseas or the indicated bank account of the activated RC unit when the SERO, PARO, or EURO Region has forwarded official head count documentation to U.S. Army Community and Family Support Center (CFSC-FM-C). The unit per capita data used to calculate and pay the ALR MWR Support to Deployed/Activated Units to the garrison, will be the head count at initial deployment or RC mobilization (based on month-end strength), and thereafter, at the last day of each month during each quarter in accordance with submission timelines listed below or upon redeployment. For the garrison to receive ALR MWR unit fund support distribution from the AMWRF, units must actually deploy overseas or if the unit is a RC unit, then it must be deployed/mobilized.

b. To initiate the ALR MWR Support to Deployed Units distribution process, the unit commander will submit to the garrison:

(1) A request for unit funds payment that is substantiated by the unit strength report (actual head count at month-end).

(2) A copy of the unit's deployment/mobilization orders.

(3) Appointment order for a unit fund custodian at least seven working days prior to deployment/mobilization.

c. To initiate the ALR MWR Support to RC Units meeting conditions of paragraph 2.c.(2), the unit commander will submit to the coordinating garrison:

(1) A request for unit funds payment that is substantiated by the unit strength report (actual head count at month-end).

(2) A copy of the unit's activation orders.

(3) Appointment order for a unit fund custodian.

(4) Certification that the unit is serving and housed at a location which is remotely isolated from a Services' garrison and is therefore unable to participate in garrison MWR programs.

d. The unit fund custodian will continue to make quarterly submissions of troop strength schedules (monthly head counts) to the garrison FMD until unit re-deployment or RC unit de-activation.

e. The NWRO, NERO, SWRO will submit completed region consolidated payment request schedules (Appendix G) to the SERO no later than the 35th calendar day after each quarter. The SERO will consolidate their region with the above three regional reports and submit one consolidated report, no later than the 60<sup>th</sup> calendar day after

each quarter, to CFSC-FM-C. The PARO and EURO will submit their requests no later than the 35th calendar day after each quarter to CFSC-FM-C.

## APPENDIX A

### **Additional References:**

1. Memorandum, CFSC-SP, 12 Aug 03, subject: Morale, Welfare and Recreation Unit Fund Support to Deployed Troops.
2. AR 215-1, Military Morale, Welfare and Recreation Activities and Nonappropriated Fund Instrumentalities, 25 Oct 98.
3. DoD 7000.14-R, Financial Management Regulation, Volume 13, Nonappropriated Funds Policy and Procedures, Aug 94.
4. DoD Instruction 1015.10, Programs for Military Morale, Welfare and Recreation (MWR), 3 Nov 95.
5. DoD Directive 1015.2, Military Morale, Welfare and Recreation (MWR), 14 Jun 95.
6. DoD Instruction 1015.15, Military Morale, Welfare and Recreation (MWR), 16 Jul 03.

## APPENDIX B

### **Definition of Terms used in this LOI:**

**Activation** – personnel and equipment of a Army Reserve or Army National Guard unit making it operative and capable of performing its mission under Title 10 of the United States Code at the Federal level assignments. These units remain active until de-activated.

**Active Component (AC)**– members and units of the active Regular Army; National Guard in Federal service; and U.S. Army Reserve on active duty.

**Army Level Requirements (ALR)** – MWR Support to Deployed/Activated Units are NAF unit funds that are provided to Army troops in deployment status overseas or RC units activated where they do not participate in the unit fund of the garrison for off-duty recreational activities and are separate, distinct from Army isolated unit fund dividends and installation unit funds.

**Army MWR Fund (AMWRF)** – the central nonappropriated fund instrumentality (NAFI) managed by USACFSC that provides funding resources for Army Level Requirements of MWR programs.

**Army Reserve Components (RC)** – U.S. Army Reserves and Army National Guard units.

**Assignment** – to make a unit part of another organization and place it under that organization's command and control until it is relieved from assignment.

**Coordinating Garrison** – RC units submit Unit Fund Schedule(s) to a coordinating garrison as defined in AR 215-1, paragraph 5-12. Coordinating garrison submits consolidated Garrison Schedule(s) to their IMA region.

**Deployed Units** – referred to in this LOI are U.S. Army AC and activated Army RC, which are deployed overseas.

**Garrison MWR** – that portion of the garrison organization charged with providing installation/community MWR activities, including food and beverage, retail sales, recreation, and community support services.

**Mobilize** – to move part or a whole unit from home station under orders to another station during deployment and contingency operations.

**Morale, Welfare and Recreation Activities** – programs and services on military installations that provide for well-being of authorized DOD personnel. Activities include recreational and leisure-time programs, self-development programs, resale merchandise and services, and general welfare programs.

## **Definition of Terms used in this LOI (CONT):**

**Nonappropriated Funds (NAF)** – cash and other assets from sources other than Congressional appropriations. NAFs are government funds entitled to the same protection as funds appropriated by the Congress of the United States and are used and safeguarded in accordance with AR 215-1.

**Retroactive** – the effective date of the ALR MWR Unit Fund Support is 1 October 2002. Requests for the time period of 1 Oct 02 to 31 Mar 04 are considered as "retroactive" and should be submitted on the appropriate retroactive Unit/Garrison/Region version of the payment request schedules found in Appendices E, F and G.

**Unit Fund Custodian** – an individual appointed by written authority of the commander to exercise administrative and management control for nonappropriated funds provided to the unit.

## APPENDIX C

### ALR MWR Unit Fund Support Accounting Summary Sheet

#### A. PROGRAM/LOCATION/DEPARTMENT/GENERAL LEDGER ACCOUNT CODE GUIDANCE

1. **PROGRAM CODE**. The ALR MWR Unit Fund Support should be fully accounted for in the Unit Activities Program, program code **HD**.
2. **SEPARATE LOCATION CODE FOR ALR MWR Unit Fund Support**. Under the Unit Activities Program Code HD, each garrison should establish a ***new*** locally assigned separate location code for all accounting entries for this program.
3. **DEPARTMENT CODE**. All unit funds should use department Special Soldier Support Operations code **5L**.
4. **INCOME ACCOUNT**. Record all income in AMWRF Dividends (MWR Fund 1 only), GLAC **809**.
5. **EXPENSE ACCOUNT**. Record all expenses in Dividend Expenses, GLAC **697**.
6. **RECEIVABLE ACCOUNT**. Record all receivables due from AMWRF for the ALR MWR Unit Fund Support in Dividends Receivable, GLAC **132**.
7. **PAYABLE ACCOUNT**. Record all advance payments from AMWRF (monies not yet distributed to unit fund) in Dividends Payable, GLAC **206**.

#### B. SPECIFIC SITUATION ACCOUNTING GUIDANCE

1. **PRIOR PAYMENT BY GARRISON (In Fiscal Year 2003)**. If the garrison issued, in FY 2003, ALR MWR Unit Fund Support to AC/RC units that deployed and recorded the payment as an expense in Unit Activities Program Code HD. After submittal of all required paperwork, approval and issuance of payment to the garrison, record the funds as a credit to EXTRAORDINARY INCOME GLAC **892**. Entries made to GLAC **892** as a result of ALR MWR Unit Fund Support do not require prior approval from DFAS. The credit should not exceed the amount of funds paid by the garrison in FY 03 and should not exceed the authorized reimbursement for the same time period.
2. **PRIOR PAYMENT BY GARRISON (In Fiscal Year 2004 through on/about 31 Mar 04)**. If the garrison issued, in FY 2004, ALR MWR Unit Fund Support to AC/RC units, ensure that all accounting entries are posted to program code HD, a new separate location, and use department 5L. All income and expense entries will use GLACs **809** and **697**, respectively.

**3. ADVANCE PAYMENT BY GARRISON (In Fiscal Year 2004 or later).**

Important note: Advance payments by a garrison, after the effective date of the LOI, require prior region approval, on an exception basis, as outlined in paragraph. 5.b. of the LOI.

If an advance payment by the garrison is made at any point during the AC/RC deployment cycle.

a. Debit Dividend Expense GLAC **697** when paid.

b. Debit Dividend Receivable GLAC **132** and credit AMWRF Income GLAC **809**.

c. When quarterly strength report is submitted, make the following adjustments as necessary:

(1) Actual strength report and funds due are greater than funds advanced: Debit Dividend Receivable GLAC **132** for difference; credit Dividends Payable GLAC **206** for same amount.

(2) Actual strength report and funds due are less than funds advanced: Credit Dividend Receivable GLAC **132** for difference; debit AMWRF Income GLAC **809** for the same amount.

*NOTE: Ensure Dividend Expense GLAC **697** was debited when advance payment initially was made.*

d. Upon receipt of funds from Army Morale, Welfare, and Recreation Fund (AMWRF) credit Dividends Receivable GLAC **132**.

**4. RECEIPT OF AMWRF FUNDING BY GARRISON – NO PRIOR ADVANCE PAYMENTS BY GARRISON.**

a. Upon notification of AMWRF distribution, credit Dividends Payable GLAC **206**.

b. When funds disbursed by garrison to unit funds, debit Dividends Payable GLAC **206** and credit AMWRF Income GLAC **809**; debit Dividend Expense GLAC **697** with contra to Cash account.

5. The goal of the above accounting entries is to ensure the matching of ALR MWR Unit Fund Support Income with the unit fund expenses so no distortion to garrison income statements occurs through timing differences.

## APPENDIX D

### Instructions for Schedules in Appendices E, F and G

#### **General Information:**

1. Three categories of schedules are available:
  - a. Unit Fund schedule.
  - b. Garrison schedule.
  - c. Region schedule.
2. Within each category there are three versions:
  - a. Retroactive – 1 Oct 2002 through 30 Sep 2003.
  - b. Retroactive – 1 Oct 2003 through 31 Mar 2004.
  - c. Current reporting. Use for all time periods from 1 Apr 2004 until the program is discontinued. To be completed on a calendar quarter basis.

#### **Specific Schedules:**

1. Unit Fund Version (Appendix E).
  - a. The unit fund custodian completes the month end unit head count for AC/RC personnel eligible for this program using the applicable version of the form.
  - b. The schedule should be submitted within 10 calendar days of the calendar quarter end. RC units submit to coordinating garrison per AR 215-1, paragraph 5-12.
  - c. Provide the RC unit's bank name and bank routing and account number if bank transfer of funds is requested; provide unit fund custodian's name, military unit's full name and mailing address if check is requested.
2. Garrison Version (Appendix F).
  - a. The FMD validates and consolidates all Unit Fund schedules on the Garrison schedule.
  - b. The two retroactive versions of the garrison schedule allow for the posting of prior advances made to the unit fund. Providing this form to the servicing accounting office

will assist with the accounting entries. See Appendix C, paragraph B.1 and B.2. for further information.

c. Schedule is submitted within 25 calendar days from calendar quarter end to region office.

3. Region Version (Appendix G).

a. The region consolidates all Garrison schedules on the Region schedule. Schedule is submitted within 35 calendar days from calendar quarter end to SERO (for NERO, NWRO, SWRO) and to CFSC-FM (for EURO, PARO). SERO will submit the consolidated report/schedules no later than the 60th calendar day after each calendar quarter to CFSC-FM.

b. Provide the RC unit's bank name and bank routing and account number if bank transfer of funds is requested; provide unit fund custodian's name, military unit's full name and mailing address if check is requested.







Garrison Name \_\_\_\_\_  
 Garrison Address \_\_\_\_\_

Date Printed: 12-Apr-04

SFIM-XX-XX

MEMORANDUM FOR Director, \_\_\_\_\_ Region MWR (SFIM-XX-MW), Address \_\_\_\_\_

SUBJECT: Payment of Army ALR MWR Unit Fund Support for Deployed Troops

1. Army MWR unit funds were paid by this garrison to the units shown below or are requested based on eligibility of the units for this support.
2. Enter Unit Name and number of troops eligible per month for time period being claimed

**USE FOR RETROACTIVE REPORTING (1 OCT 02 - 30 SEP 03)  
 ENTER UNIT STRENGTH AS OF MONTH END**

Count	Unit Name	Deployed to Location/Country	Calendar Year 2003												Headcount Total	For Garrison Use:				
			Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		Entitlement \$	Prior Advances	Balance		
1	CO C, 3-22 IN, 25th Inf Div		100	100	100	100	100	100	100	100	100	100	100	100	100	100	1,200	\$ 2,400.00	\$ 150.00	\$ 2,250.00
2																		\$ -	\$ -	\$ -
3																		\$ -	\$ -	\$ -
4																		\$ -	\$ -	\$ -
5																		\$ -	\$ -	\$ -
6																		\$ -	\$ -	\$ -
7																		\$ -	\$ -	\$ -
8																		\$ -	\$ -	\$ -
9																		\$ -	\$ -	\$ -
10																		\$ -	\$ -	\$ -
11																		\$ -	\$ -	\$ -
12																		\$ -	\$ -	\$ -
13																		\$ -	\$ -	\$ -
14																		\$ -	\$ -	\$ -
15																		\$ -	\$ -	\$ -
16																		\$ -	\$ -	\$ -
17																		\$ -	\$ -	\$ -
18																		\$ -	\$ -	\$ -
19																		\$ -	\$ -	\$ -
20																		\$ -	\$ -	\$ -
<b>TOTAL</b>			100	100	100	100	100	100	100	100	100	100	100	100	100	100	1,200	\$ 2,400.00	\$ 150.00	\$ 2,250.00
<b>PER CAPITA \$</b>																		\$ 2.00	\$ -	\$ -
<b>TOTAL ARMY ALR MWR UNIT FUNDS DUE</b>																		\$ 2,400.00	\$ -	\$ 2,400.00

3. I certify that payment of the Army ALR MWR Unit Fund Support was or will be made in accordance with regulatory guidance. Units were provided a copy of the LOI and briefed that use of funds is for collective benefit of all service members during MWR recreational activities.

4. List POC's name, title, e-mail, commercial and DSN phone numbers.

POC Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Phone: (C) \_\_\_\_\_  
 Phone: (DSN) \_\_\_\_\_

Signature \_\_\_\_\_  
 DCA or FMD Chief Name \_\_\_\_\_  
 Date Signed: \_\_\_\_\_

# APPENDIX F

## Garrison Version

Garrison Name \_\_\_\_\_  
 Garrison Address \_\_\_\_\_  
 Date Printed: 12-Apr-04

Office Symbol \_\_\_\_\_

MEMORANDUM FOR Director, \_\_\_\_\_ Region MWR (SFIM-XX-MW), Address \_\_\_\_\_

SUBJECT: Troop Strength Report - Army ALR MWR Unit Fund Support for Deployed Troops

1. Army MWR unit funds were paid by this garrison to the units shown below or are requested based on eligibility of the units for this support.
2. Enter Unit Name and number of troops eligible per month for time period being claimed

### USE FOR RETROACTIVE REPORTING (1 OCT 03 - 31 MAR 04) ENTER UNIT STRENGTH AS OF MONTH END

Count	Unit Name	Deployed to Location/Country	Calendar Year 2003				Calendar Year 2004			Headcount Total	For Garrison Use:		
			Oct	Nov	Dec	Jan	Feb	Mar	Entitlement \$		Prior Advances	Balance	
1	CO C, 3 - 22 IN, 25th Inf Div	Baghdad, Iraq	100	100					200	\$ 400.00	\$ 50.00	\$ 350.00	
2										\$ -	\$ -	\$ -	
3										\$ -	\$ -	\$ -	
4										\$ -	\$ -	\$ -	
5										\$ -	\$ -	\$ -	
6										\$ -	\$ -	\$ -	
7										\$ -	\$ -	\$ -	
8										\$ -	\$ -	\$ -	
9										\$ -	\$ -	\$ -	
10										\$ -	\$ -	\$ -	
11										\$ -	\$ -	\$ -	
12										\$ -	\$ -	\$ -	
13										\$ -	\$ -	\$ -	
14										\$ -	\$ -	\$ -	
15										\$ -	\$ -	\$ -	
16										\$ -	\$ -	\$ -	
17										\$ -	\$ -	\$ -	
18										\$ -	\$ -	\$ -	
19										\$ -	\$ -	\$ -	
20										\$ -	\$ -	\$ -	
<b>TOTAL</b>			100	100					200	\$ 400.00	\$ 50.00	\$ 350.00	
PER CAPITA \$									\$ 2.00				
TOTAL ARMY ALR MWR UNIT FUNDS DUE										\$ 400.00		\$ 400.00	

3. I certify that payment of the Army ALR MWR Unit Fund Support was or will be made in accordance with regulatory guidance. Units were provided a copy of the LOI and briefed that use of funds is for the collective benefit of all service members during MWR recreational activities.

4. List POC's name, title, e-mail, commercial and DSN phone numbers.

POC Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Phone: (C) \_\_\_\_\_  
 Phone: (DSN) \_\_\_\_\_

Signature \_\_\_\_\_  
 DCA or FMD Chief Name \_\_\_\_\_  
 Date Signed: \_\_\_\_\_

# APPENDIX F

## Garrison Version

Garrison Name \_\_\_\_\_  
 Garrison Address \_\_\_\_\_  
 Date Printed: 12-Apr-04

SFIM-XX-XX \_\_\_\_\_  
 MEMORANDUM FOR Director, \_\_\_\_\_ Region MWR (SFIM-XX-MW), Address \_\_\_\_\_

SUBJECT: Payment of Army ALR MWR Unit Fund Support for Deployed Troops

1. Army MWR unit funds were paid by this garrison to the units shown below or are requested based on eligibility of the units for this support.
2. Enter Unit Name and number of troops eligible per month for time period being claimed

### USE FOR CURRENT REPORTING (1 APR 04 - PRESENT) - CALENDAR QUARTERS ENTER UNIT STRENGTH AS OF MONTH END

Count	Unit Name	Deployed to Location/Country	Calendar Year 200X			Headcount Total
			Show Months >>	Xxx	Xxx	
1	CO C, 3 - 22 IN, 25th Inf Div		100	100	100	300
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
<b>TOTAL</b>			100	100	100	300
PER CAPITA \$						\$ 2.00
TOTAL ARMY ALR MWR UNIT FUNDS DUE						\$ 600.00

3. I certify that payment of the Army ALR MWR Unit Fund Support was or will be made in accordance with regulatory guidance. Units were provided a copy of the LOI and briefed that use of funds is for the collective benefit of all service members during MWR recreational activities.

4. List POC's name, title, e-mail, commercial and DSN phone numbers.  
 POC Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Phone: (C) \_\_\_\_\_  
 Phone: (DSN) \_\_\_\_\_

Signature \_\_\_\_\_  
 DCA or FMD Chief Name \_\_\_\_\_  
 Date Signed: \_\_\_\_\_

# APPENDIX G

## Region Version

IMA Region Name \_\_\_\_\_  
 IMA Region Address \_\_\_\_\_  
 Date Printed: 12-Apr-04

SFIM-XX-XX

MEMORANDUM FOR Director, Southeast Region MWR (SFIM-SE-MW), 1593 Hardee Avenue SW, Fort McPherson, GA 30330-1057  
 OR MEMORANDUM FOR Commander, U.S. Army Community and Family Support Center (CFSC-FM-C), 4700 King Street, Alexandria, VA 22302-4406

SUBJECT: Request for Payment of Army ALR MWR Unit Fund Support for Deployed Troops

1. Army MWR unit funds were paid by this region to the units shown below or are requested based on eligibility of the units for this support.
2. Enter Garrison Name and number of troops eligible per month for time period being claimed

### USE FOR RETROACTIVE REPORTING (1 OCT 02 - 30 SEP 03) ENTER UNIT STRENGTH AS OF MONTH END

Count	Garrison Name **	Deployed to Location/Country	Calendar Year 2003												Headcount Total	
			Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
1	Fort Carson	Baghdad, Iraq	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	45,000
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																
17																
18																
19																
20																
<b>TOTAL</b>			4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	45,000
PER CAPITA \$																\$ 2.00
<b>TOTAL ARMY ALR MWR UNIT FUNDS DUE</b>																<b>\$ 90,000.00</b>

3. I certify that payment of the Army ALR MWR Unit Fund Support was or will be made in accordance with regulatory guidance. Garrison was provided a copy of the LOI and briefed that use of funds is for the collective benefit of all service members during MWR recreational activities.

4. List POC's name, title, e-mail, commercial and DSN phone numbers.  
 POC Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Phone: (C) \_\_\_\_\_  
 Phone: (DSN) \_\_\_\_\_

Signature \_\_\_\_\_  
 Region Fund Manager Name \_\_\_\_\_

Date Signed: \_\_\_\_\_  
 \*\* If payment is to be made to RC unit, indicate custodians name and mailing address if check is required; indicate bank name/ bank routing number/bank account number if bank transfer is required.

# APPENDIX G

## Region Version

IMA Region Name \_\_\_\_\_  
 IMA Region Address \_\_\_\_\_

SFIM-XX-XX  
 Date Printed: 12-Apr-04

MEMORANDUM FOR Director, Southeast Region MWR (SFIM-SE-MW), 1593 Hardee Avenue SW, Fort McPherson, GA 30330-1057  
 OR MEMORANDUM FOR Commander, U.S. Army Community and Family Support Center (CFSC-FM-C), 4700 King Street, Alexandria, VA 22302-4406

SUBJECT: Troop Strength Report - Army ALR MWR Unit Fund Support for Deployed Troops

1. Army MWR unit funds were paid by this region to the units shown below or are requested based on eligibility of the units for this support.
2. Enter Garrison Name and number of troops eligible per month for time period being claimed

### USE FOR RETROACTIVE REPORTING (1 OCT 03 - 31 MAR 04) ENTER UNIT STRENGTH AS OF MONTH END

Count	Garrison Name **	Deployed to Location/Country	Calendar Year 2003			Calendar Year 2004			Headcount Total
			Oct	Nov	Dec	Jan	Feb	Mar	
1	Fort Carson	Baghdad, Iraq	4,500	4,500					9,000
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
<b>TOTAL</b>			4,500	4,500					
			PER CAPITA \$						9,000
			TOTAL ARMY ALR MWR UNIT FUNDS DUE						\$ 2.00
									\$ 18,000.00

3. I certify that payment of the Army ALR MWR Unit Fund Support was or will be made in accordance with regulatory guidance. Garrison funds were provided a copy of the LOI and briefed that use of funds is for collective benefit of all service members during MWR recreational activities.

4. List POC's name, title, e-mail, commercial and DSN phone numbers.  
 POC Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Phone: (C) \_\_\_\_\_  
 Phone: (DSN) \_\_\_\_\_

Signature \_\_\_\_\_  
 Region Fund Manager Name \_\_\_\_\_

Date Signed: \_\_\_\_\_

\*\* If payment is to be made to RC unit, indicate custodians name and mailing address if check is required; indicate bank name/ bank routing number/bank account number if bank transfer is required.

# APPENDIX G

## Region Version

IMA Region Name \_\_\_\_\_  
 IMA Region Address \_\_\_\_\_

SFIM-XX-XX  
 Date Printed: 12-Apr-04

MEMORANDUM FOR Director, Southeast Region MWR (SFIM-SE-MW), 1593 Hardee Avenue SW, Fort McPherson, GA 30330-1057  
 OR MEMORANDUM FOR Commander, U.S. Army Community and Family Support Center (CFSC-FM-C), 4700 King Street, Alexandria, VA 22302-4406

SUBJECT: Request for Payment of Army ALR MWR Unit Fund Support for Deployed Troops

1. Army MWR unit funds were paid by this region to the units shown below or are requested based on eligibility of the units for this support.
2. Enter Garrison Name and number of troops eligible per month for time period being claimed

### USE FOR CURRENT REPORTING (1 APR 04 - PRESENT) - CALENDAR QUARTERS ENTER UNIT STRENGTH AS OF MONTH END

Count	Garrison Name **	Deployed to Location/Country	Show Months >>			Calendar Year 200X			Headcount Total
			Xxx	Xxx	Xxx	Xxx	Xxx	Xxx	
1	Fort Carson		5,000	5,000	5,000	5,000	5,000	15,000	
2	Fort Lewis		1,000	10,000	10,000	10,000	10,000	21,000	
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
<b>TOTAL</b>			6,000	15,000	15,000	15,000	15,000	36,000	
PER CAPITA \$								\$ 2.00	
TOTAL ARMY ALR MWR UNIT FUNDS DUE								\$ 72,000.00	

3. I certify that payment of the Army ALR MWR Unit Fund Support was or will be made in accordance with regulatory guidance. Garrisons were provided a copy of the LOI and briefed that use of funds is for the collective benefit of all service members during MWR recreational activities.

4. List POC's name, title, e-mail, commercial and DSN phone numbers.

POC Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Phone: (C) \_\_\_\_\_  
 Phone: (DSN) \_\_\_\_\_

Signature \_\_\_\_\_  
 Region Fund Manager Name \_\_\_\_\_

Date Signed: \_\_\_\_\_

\*\* If payment is to be made to RC unit, indicate custodians name and mailing address if check is required; indicate bank name/ bank routing number/bank account number if bank transfer is required.



DEPARTMENT OF THE ARMY  
US ARMY COMMUNITY AND FAMILY SUPPORT CENTER  
4700 KING STREET  
ALEXANDRIA VA 22302-4419

REPLY TO  
ATTENTION OF

CFSC-SP

12 AUG 2003

MEMORANDUM THRU DIRECTOR, INSTALLATION MANAGEMENT AGENCY, 2511  
JEFFERSON DAVIS HIGHWAY, ROOM 11E54, ARLINGTON, VA 22202

FOR DIRECTOR, INSTALLATION MANAGEMENT AGENCY, SOUTHEAST REGION,  
1593 HARDEE AVENUE, SW, FORT MCPHERSON, GA 30330-1057

SUBJECT: Morale, Welfare, and Recreation Unit Fund Support to Deployed Troops

1. Reference memorandum, SFIM-SE-MW, 1 Jul 03, SAB (encl 1).
2. The U.S. Army Community and Family Support Center will provide unit funds from the Army MWR Fund at the rate of \$2.00 per capita per month for Army military personnel who are assigned in a deployment status. An example at the current time would be those soldiers assigned to CENTCOM and activated Reserve Component units.
3. Administration of the disbursement will be in accordance with isolated unit fund policy in Section IV, AR 215-1. Units will provide strength reports to their home installation and submit any requests for unit funds directly to the installation. The home installation will follow reporting and reimbursement procedures established by the Southeast Region. The Southeast Region will submit a consolidated report to the U.S. Army Community and Family Support Center for reimbursement from the Army MWR Fund per the current Self-Sufficiency Exemption process.
4. Effective date: retroactive to beginning of FY 03 (Oct 02).
5. Point of contact is Sally Entlich, DSN 761-7428, e-mail [Sally.Entlich@cfsc.army.mil](mailto:Sally.Entlich@cfsc.army.mil).

Encl  
as

  
ROBERT L. DECKER  
Brigadier General, USA  
Commanding

ENCL 2



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT AGENCY  
SOUTHEAST REGION  
1593 HARDEE AVENUE SW  
FORT MCPHERSON, GEORGIA 30330-1057



SFIM-SE-MW

1 Jul 03

MEMORANDUM FOR Commander, United States Army Community and Family Support Center (CFSC-ZA), 4700 King Street, Alexandria, VA 22302-4406

SUBJECT: Morale, Welfare and Recreation Unit Fund Support to Deployed Troops

1. The purpose of this memorandum is to request official guidance for support of unit fund activities for Army troops deployed to foreign countries under wartime conditions. Army Regulation 215-1 has provisions for unit fund support to isolated units and foreign military missions but not specifically for deployed personnel. This absence of official guidance creates situations of inequitable unit fund support to deployed troops.
2. Without the presence of a theater supporting Nonappropriated Fund (NAF) Instrumentality, deployed soldiers in Iraq and Afghanistan have been receiving NAF unit fund support from home stations. Normally, allocation to units on Continental United States (CONUS) installations is minimal because personnel have full access to MWR facilities. The installation unit fund allocations approved by commanders for troops stationed in CONUS range from \$0.17 to \$0.52 per capita monthly and are formulated based on the Installation Morale, Welfare and Recreation Fund's ability to fund.
3. Deployed personnel have either limited access to MWR facilities or none at all. The soldiers in Iraq are receiving, on average, approximately \$0.25 monthly per capita from home stations. In contrast, soldiers assigned to Camp Doha, Kuwait get \$2.00 monthly per capita plus AAFES dividends and telephone income, while isolated units in CONUS receive \$2.00 per capita monthly. In addition, military missions such as military assistance advisory groups, defense attaché offices and security assistance organizations in foreign countries are paid \$35.00 per capita annually. The inequity in support for deployed soldiers is transparent.
4. Request that the U.S. Army Community and Family Support Center clarify Army policy on unit fund support for deployed Army units. Specifically, the organization responsible to provide that unit fund support needs to be delineated and guidelines for the appropriate monetary level of support need to be promulgated. This office's recommendation is that the monthly dividend for deployed troops be equalized at the \$2.00 level and funded by the Army Morale, Welfare and Recreation Fund.

ENCL 2'

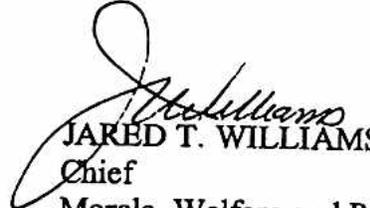
SFIM-SE-MW

SUBJECT: Morale, Welfare and Recreation Unit Fund Support to Deployed Troops

5. For more information, please contact Ms. Connie Bautista, commercial 404-464-2981, DSN 367- 2981, e-mail [consorcia.bautista@forscom.army.mil](mailto:consorcia.bautista@forscom.army.mil).

FOR THE DIRECTOR:

Encl

  
JARED T. WILLIAMS  
Chief  
Morale, Welfare and Recreation Division

Letter of Instruction - Army Level Requirements MWR Unit Fund Support  
 To Army Units in Deployment Status Overseas and Activated  
 Reserve Component Units in Support of Homeland Security

Summary Index:

**1. Of particular interest to:**

- a. Commander, Deployed Units, Responsibilities Paragraph 6
- b. Commander, "Homeland Security" Support Paragraph 7  
 Units, Responsibilities

**2. Index of Topic by Key Word**

Category	Topic	Reference – Paragraph	
Units	Army/Reserve/National Guard	2a	
	Bank account information	7c	
	Effective dates of entitlement	5a, 5h	
	Expenditure records	7b	
	Expenditures	5d, 5f	
	Mobilization orders	8b(2)	
	Month-end troop strength	5g, 7a, 8b(1)	
	One-year after redeployment to use money	5i	
	Schedules – quarterly report	Appendix E	
	Schedules – instructions	Appendix D	
	Time to submit – 10 days after quarter	6a(1)	
	Unit Fund Custodian	6a, 8b(3), 8c(3)	
	Unit fund dividend per capita rate	2c, 5a	
	Garrison	Deployed	2c(1)
FMD responsibilities		6c	
Mobilization station		2b(2)	
Responsibility for MWR support		2b(1)	
Schedules – quarterly report		Appendix F	
Schedules – instructions		Appendix D	
Region	CONUS responsibility – SERO	5c	
	Authenticate/consolidate data	6d	
	Schedules – quarterly report	Appendix G	
	Schedules – instructions	Appendix D	