



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON GRAFENWOEHR
UNIT 28130
APO AE 09114-8130

IMEU-GFW-MWN

21 November 2005

MEMORANDUM FOR UNIT COMMANDERS WITHIN USAG GRAFENWOEHR AND HOHENFELS

SUBJECT: Standing Operating Procedures (SOP) for Nonappropriated Funds (NAF) Unit Funds Support

1. **PURPOSE:** To establish Standing Operating Procedures (SOP) for distribution and expenditure of Morale, Welfare and Recreation (MWR) funds for unit activities within the United States Army Garrison (USAG) Grafenwoehr and Hohenfels.
2. **APPLICABILITY:** This SOP applies to all units serviced by the Grafenwoehr and Hohenfels Community Morale, Welfare and Recreation Fund (CMWRF). This supersedes all previously issued SOPs concerning unit funds support.
3. **REFERENCES:**
 - a. AR 215-1, Morale, Welfare and Recreation Activities and Nonappropriated Funds Instrumentalities, Chapter 5, Section IV, 15 Aug 05
 - b. DOD 7000.14-R, Financial Management Regulation, Volume 13, Nonappropriated Funds Policy and Procedures, August 1994.
 - c. Memorandum, HQ USAREUR/7A, AEAGD-TS, 1 Sep 99, subject: Centralized Procurement of Commander's Coins in USAREUR.
4. **RESPONSIBILITIES:**
 - a. The Grafenwoehr Director of Morale, Welfare, and Recreation (D, MWR) is the proponent for Nonappropriated Funds (NAF) unit funds. Requirements are programmed in the NAF budget annually.
 - b. The unit funds coordinator located in the Financial Management Division (FMD), Building 531, Room 220 in Grafenwoehr is responsible for guidance and allocation of funds, monitors, maintains and executes unit funds account balances and distributes quarterly unit funds statements.
 - c. Unit commanders have the responsibility to review and approve **all unit funds requests prior to the submission.**
 - d. Unit commanders are required to submit assumption of command orders. Additional duty appointment orders for a unit funds custodian must be submitted for any person other than the commander to access the funds. The unit funds custodian must be a military member assigned to the unit.
 - e. Unit commanders must submit authorized military strength for correct allocation to their account annually by 1 October or when changes to the TDA/MTOE occur. Units located in Hohenfels will contact their Hohenfels POC.
 - f. Commanders and unit funds custodians are required to read this SOP and sign the unit funds agreement (encl 1). Funds may not be drawn unless discussed paperwork is available.
 - g. Quarterly financial statements will be distributed to unit commanders.

5. GUIDANCE:

- a. Unit funds must be used for the collective benefit of all unit members for off-duty recreational purposes. All unit members must have the opportunity to participate. Events targeted to a specific group are not authorized.
- b. Based on annual allocation, funds should be executed within the year of distribution.
- c. Family members (and guests) may participate at the discretion of the unit members. Purchasing items of any kind for family members or civilians are not authorized.
- d. Awards may be given to members of the unit for their accomplishments unrelated to their mission (i.e. Soldier of the Quarter). Unit funds can pay for up to \$250.00 per individual award. The award must be one for which all-military members assigned to the unit have an opportunity to compete for and/or win.
- e. Unit funds may not be intermingled with appropriated funds (APF). NAF may not be used when APF is authorized.
- f. It is prohibited to use unit funds to buy liquor. Exception may be granted for Thanksgiving and Christmas dinners on the purchase of wine.
- g. Unit funds must not be used for donations to include tips.
- h. The purchase of mementos (i.e. medallions, t-shirts, coins) in honor of a deactivating unit for distribution to all unit members is not authorized.
- i. Training/mission related events (i.e. drown-proof training, military insignia, change of command ceremony) cannot be supported with unit funds.
- j. Unit coins or Commander's coins are not authorized to be purchased with unit funds.
- k. Sports' uniforms may not be purchased with unit funds because only a selected group will be participating.

6. PROCEDURES:

- a. Funds will be allocated in accordance with the USAREUR standard unit funds distribution formula:

Units of 1 to 60 personnel	\$10.00 per person per year
Units of 61 to 75 personnel	\$600.00 per year (total)
Units of 76 to 300 personnel	\$8.00 per person per year
Units of 301 to 400 personnel	\$2,400.00 per year (total)
Units of 401 or more personnel	\$6.00 per person per year
- b. Funds must be requested and approved in advance. Unit commanders and unit funds custodians may be liable for reimbursing funds spent on items/events that are not on the approved funds request.
- c. Submission requirements for requests less than \$500.00:
 - (1) Units located in the USAG Grafenwoehr will pick up petty cash in FMD. Assistance for the Hohenfels units will be provided by the Hohenfels, D, MWR, located in Building 46.
 - (2) Petty cash will be used for unit funds requests under \$500.00 or EURO equivalent. Requests for petty cash will be submitted on DA Form 4065-R (encl 2) to the unit funds coordinator for approval. Only the unit funds custodian or unit commander are authorized to request, sign for and receive petty cash.
 - (3) Petty cash issued must be reconciled with 2 working days by turning in all receipts and any excess funds and signing DA Form 1994 (Petty Cash Voucher).

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(4) Requests must be initiated at least 5 days in advance of the date required. Unit funds requests will not be processed if there are outstanding petty cash requests that have not been reconciled.

(5) Requests must be made in the currency that will be used for the expenditure. All receipts returned must be in the currency issued. Funds may not be converted to another currency. Receipts reflecting a different currency cannot be accepted.

d. Submission requirements for requests exceeding \$500.00: Requests for expenditures over \$500.00 or EURO equivalent must be submitted on DA Form 4065-R to the unit funds coordinator at least 4 weeks in advance. Purchase will be made by the NAF Contracting Office.

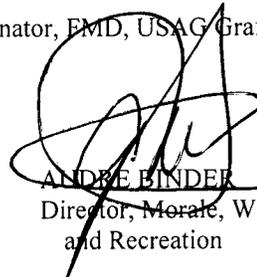
e. Submission requirements for activities/services requested from MWR activities:

(1) Activities/services provided by MWR activities may be executed by completing a 'Transfer between Activities' (TBA) form (encl 3). Funds will simply be transferred.

(2) Ensure the TBA is signed by all parties concerned and returned to the unit funds coordinator.

7. Proponent for this SOP is the unit funds coordinator, EMD, USAG Grafenwoehr, at 475-6985.

Encls
as



ANDRE BINDER
Director, Morale, Welfare
and Recreation

UNIT FUNDS AGREEMENT

(NAME OF INDIVIDUAL)

(TITLE)

(NAME AND ADDRESS OF UNIT)

I hereby acknowledge that I have received a copy of and read the Unit Funds SOP. I understand the policies and procedures contained therein.

I agree to abide by said policies and procedures as the Unit Commander/Unit Funds Custodian.

When clarification of these policies and procedures are required, I understand that I may contact the Unit Funds Coordinator for guidance. I understand that I am responsible for ensuring that funds are spent solely for the approved item(s) or expenditures.

(SIGNATURE)

(DATE)

(TELEPHONE NUMBER)

ARMY NAF PURCHASE REQUEST For use of this form, see AR 215-4; the proponent agency is DCSPER	1. NAFI ADDRESS TELEPHONE NUMBER	2. REQUEST NO. 3. DATE
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4. **ITEMS BEING REQUESTED**

ITEM NO. <i>a</i>	DESCRIPTION OF ITEM/SERVICE <i>b</i>	QUANTITY <i>c</i>	UNIT <i>d</i>	EST UNIT PRICE <i>e</i>	ESTIMATED AMOUNT <i>f</i>

5. REQUESTED DELIVERY DATE 6. DELIVER TO 7. SOLE SOURCE JUSTIFICATION ATTACHED

8. REQUESTOR'S SIGNATURE AND PRINTED NAME 9. NAFI FUND MANAGER'S SIGNATURE AND PRINTED NAME

10. FUNDS ARE AVAILABLE IN THE AMOUNT OF: \$ _____ 11. ACCOUNTING DATA

12. TYPE TITLE OF CERTIFYING OFFICIAL SIGNATURE DATE:

13. REMARKS

APPROVAL/DISAPPROVAL AND DATE (if applicable)

14. INSTALLATION COMMANDER'S SIGNATURE AND PRINTED NAME DATE:

IMEU-GFW-MWN (215-1d)

MEMORANDUM FOR Financial Management Division, MWR, USAG Grafenwoehr,
ATTN: IMEU-GFW-MWN, Unit 28130, APO AE 09114-8130

SUBJECT: Transfer Between Activities

1. Request that the following funds be transferred as indicated below.

a) Unit/Activity to be transferred from:

b) Activity, Accounting Code and GLAC to be transferred to:

c) Name and Date of Event:

d) Funds are to be transferred in the amount of:

2. POC for event: _____ Phone: _____

Typed Name and Signature
of Unit Commander/Unit
Funds Custodian

Typed Name and Signature
of Activity Manager or
Authorized Representative

Typed Name and Signature of MWR