



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON RHEINLAND-PFALZ  
UNIT 23152  
APO AE 09067-3152

IMRP-MWN

1 October 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Family and Morale, Welfare and Recreation (Family and MWR) Unit Fund Administration within U. S. Army Garrison Rheinland-Pfalz (USAG RP) (SOP NSD #2-21)

1. PURPOSE: This SOP establishes procedural guidance for the administration of Unit Funds within USAG RP Family and MWR.
2. REFERENCES:
  - a. AR 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities, 24 September 2010
  - b. AR 215-4, Nonappropriated Fund Contracting, 29 July 2008
  - c. DOD 7000.14, Volume 13, Nonappropriated Fund Policy and Procedures, July 2013
  - d. DODD 5500.7-R, Chapters 2 and 3, Joint Ethics Regulation
3. APPLICABILITY: These procedures apply to all eligible Units assigned or attached to USAG RP.
4. RESPONSIBILITIES: Administrators of Unit Funds and all other personnel involved in Unit Fund transactions will ensure that the procedures set forth in this SOP are followed.
5. When initiating a Unit Fund account, the requesting Unit will submit a memorandum letter (Enclosure 1) signed by the Unit Commander to the Family and MWR Unit Funds Representative with the following:
  - a. The number of assigned military personnel, including officers, enlisted and attached military personnel, per the strength report, TDA or MTDE (copy required).
  - b. Copy of the Unit Commander's Assumption of Command memo.
  - c. Names of up to three authorized points of contact, in the grade of E-6 or above, who will be responsible for monitoring the account and signing for requested funds and merchandise.

IMRP-MWN

SUBJECT: Family and Morale, Welfare and Recreation (Family and MWR) Unit Fund Administration within U. S. Army Garrison Rheinland-Pfalz (USAG RP) (SOP NSD #2-21)

6. The selected points of contact will be required to sign a notice of Delegation of Authority, DA Form 1687 (Enclosure 2). The DA 1687 will be updated each Fiscal Year (FY), or when the previously submitted card becomes invalid.

7. The method of funding is per capita, i.e., assigned Unit strength, and is calculated according to the formula provided below. Units must report their strength to the Family and MWR Unit Funds Representative at the beginning of each FY. This Unit strength report will determine the budget for the year. A Unit may be eligible for an increase if the total manning assigned to a unit has increased by 10% since the beginning of the FY.

Assigned Unit Strength	Rate
1-59	\$10.00 per person per year
60-75	\$600.00 year
76-299	\$8.00 per person per year
300-400	\$2,400.00 per year
401 or more	\$6.00 per person per year
Isolated Units	\$18.00 per person per year

8. Fund-control ledgers for each Unit Fund will be established and maintained by the Family and MWR Unit Funds Representative. A statement will be sent to each Unit each time the Fund is used, which reflects the income and expense transaction generated during the preceding month. Allotted funds must be used within the FY in which they were funded.

9. Expenditures of Unit Fund money must be for the common benefit of the members of the Unit as a whole, not any individual or group.

10. Expenditures of NAF funds are authorized for, but not limited to:

- a. Organization day activities, if all military personnel of the unit are eligible to participate.
- b. Organization trips, if all military personnel of the unit are eligible to participate.
- c. Publication of unit histories for presentation to all members.
- d. Procurement of beer and wine to supplement holiday/picnic menus. Written approval from Senior Tactical Commander is required before procurement is initiated.
- e. Procurement of food and refreshment for unit parties/picnics.
- f. Procurement of recreation-type articles when not available from an appropriated funds (APF) source.

IMRP-MWN

SUBJECT: Family and Morale, Welfare and Recreation (Family and MWR) Unit Fund Administration within U. S. Army Garrison Rheinland-Pfalz (USAG RP) (SOP NSD #2-21)

- g. Awards of cash, bonds or property under the conditions of AR 215-1, Para 5.
- h. Purchase of day-room furniture and equipment when APF are not available.
- i. Purchase of newspapers and magazines.
- j. Entry fees for unit participation in tournaments or marches.

11. Unit Funds are not authorized for:

- a. Printing holiday greeting cards, or invitations of any nature.
- b. Purchasing distinctive letterhead stationery for official use.
- c. Purchasing gifts for departing unit members.
- d. Purchasing items for individual dorm rooms.

12. To request funds properly, the following procedures apply:

a. All requests for Unit Funds must be submitted on a NAF Purchase Request, DA Form 4065-R, (Enclosure 3) to the Financial Management Section (FMS) at least ten (10) working days before the requested pick-up date. The unit must complete sections 3, 4, 5 and have the unit commander or designated representative as appointed on DA Form 1687, sign Block 8 of the DA Form 4065-R. Upon receipt of the purchase request by the FMS, funds will be certified, Block 2 completed, and the request forwarded for purchase actions. If funds are not available, the request will be returned.

b. It is imperative that the DA Form 4065-R is completed with all the information pertinent to the request. Separate DA Forms 4065-R must be prepared for each source of goods and services, for example, Commissary/PX, Outdoor Recreation, local economy sources, etc.

c. Petty cash requests are approved by FMS. Petty-cash funds are available for issue in amounts up to \$500.00 or 500.00 Euro. Multiple requests will not be submitted to circumvent this regulatory limitation. Petty cash will be used to make the requested purchases and not for reimbursement of previously made purchases.

d. Converting Dollars into Euros or vice versa is prohibited. This results in a loss of unit funds due to conversion rates. In the event of a currency error, complete a new DA Form 4065-R, return all the currency as originally issued, and FMS will reissue the appropriate currency.

IMRP-MWN

SUBJECT: Family and Morale, Welfare and Recreation (Family and MWR) Unit Fund Administration within U. S. Army Garrison Rheinland-Pfalz (USAG RP) (SOP NSD #2-21)

e. Request for goods or services from other NAF organizations (i.e. clubs and or outdoor recreation) should be coordinated directly with that organization and submitted to FMS on a NAF Purchase Request. The FMS will prepare a DA Form 4080 (Transfer between Activities) to pay NAF activities. Petty cash is prohibited as a form of payment in NAF activities.

13. All transportation motor pool (TMP) support for unit events will be on a reimbursable basis (from unit funds). Requests for TMP support will not be detrimental to the command mission nor generate requirements for additional vehicles. Request for TMP support should be submitted 30 days before the required date and is subject to availability.

14. Individuals who are not Unit members and participate in Unit Fund events (i.e. organizational day, TMP support) will reimburse the Unit Fund with a prorated share of the cost. It is the responsibility of the Unit Fund manager to ensure that these funds are collected and deposited to the Unit Fund in a timely manner.

15. Unit Funds are not authorized to engage in resale or fundraising (i.e. medallions for resale, car washes, raffles and other gambling activities)

16. To ensure Unit Funds are spent in the current year, the fiscal year-end cutoff date for submission of purchase requests is 20 September. Purchase requests received after this date may not allow sufficient time for receipt of the items before 30 September.

17. The point of contact for this SOP and Unit Funds is the Unit Funds Liaison, Deidre Hogue, at DSN 541-9079, CIV 0611-143-541-9079 or Email: [usarmy.rheinland-pfalz.id-europe.mbx.dfmwr-unit-funds@mail.mil](mailto:usarmy.rheinland-pfalz.id-europe.mbx.dfmwr-unit-funds@mail.mil).



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Chief, NAF Support Division

3 Encls

1. Sample Request to Establish
2. Sample Notice of Delegation of Authority DA Form 1687
3. Sample ARMY NAF Purchase Request DA Form 4065-R

DISTRIBUTION:

All Family and MWR Divisions