**CRAB Meeting Minutes**

**Wednesday, April 29, 2015**

**Members Present:** Jeffrey Shaw and Russ Gale (CNRNW); Julie Smith (Training); Dawn Smith (HQ); Token Barnthouse (CNRSW); Lisa Weaver (CNRMA); Leslie Gould (HQ); Don Inman (CNRSE); Steven Marksberry (CNRJ); Lee Bell (CNRNDW); Donna Matsushita (CNRH); Thomas Reese (NG); Doug Hasselbring (EURAFSWA); Leslie Hogan (CNRMA)

Community Recreation (CR) SOP for Command Events Equipment and Green Space signage/branding.

1. **Community Recreation Update and Notes Provided by Each Region. *What are the Regions doing to implement Community Recreation at their Installations?***
* **CNRMA - Mid-lant** : Executing Family CR Programs and completed the CR Training Workshop.
* **EURAFSWA** – There is a lot of buzz and conversation regarding plans for Community Recreation; new CR billets are in place and signage and electronic marquees are being used to promote the CR Name and Brand.
* **JRM/Guam** - Working on rebranding and reorganizing the CR division
* **CNRSW** - Recruitment for a CR Billets at Fallon, China Lake, and Coronado/NI; Fallon is hosting a ribbon cutting for an all hands recreation center on JUN 8th.
* **CNRNW** - Region sat down with regional marketing group to develop their strategy and plan to get the new CR logo out. They have two CR centers that are going out for contract for CR construction renovations. They have incorporated ODR Rentals under the CR Brand. They have also socialized the CR Slide to staff members. Looking forward to their upcoming CR Training Workshop. CNRNW has been aggressively proactive on CR Model; Bremerton and Bangor finalizing that. Workshop coming up JUN 1-4. Looking forward to cost center and realignments.
* **CNRJ** – Reported that they are actively recruiting most of NF01s switching those over to new CR PDs.
* **CNIC** - MTP is Navy Hosted for National Attraction Tickets; transferring to CNIC HQ; moving the MTP PRGM under HQ functions. In transition phase to HQ and standardizing PDs and outlining the hierarchy.
* **CNIC** – Navy Getaways is going to be updating their voice over commercials on the -1877-NAVYBED to incorporate community rec verbiage provided by CR Program Manager
* **CNRMA - Mid-lant** - Cemented a new org chart at Great Lakes and have recruited billets in alignment with the standards itself. Currently recruiting at Great Lakes for a maintenance worker to support CR and a Recreation NF02 asst roll. Everyone is engaged and excited about the program after the CR Training Workshop.
* **NDW** – CR program and concept is working well in their region. They have reached out and touch all bases regionally. They have setup an ITT to discuss ITT’s incorporation under the CR standardization. CR Working Team put together the Command Event Equipment SOP for presentation to CRAB for today’s call. Signs are up at Annapolis and in JBAB for branding CR. They are answering the phone with the brand name of Community Recreation. All installations are budgeting using the CR budget model for FY16.
* **CNRSE** - Working reactively to the standards release; questions have arisen that regarding where the CR model can be implemented only under one roof; It can be implemented using multiple components of MWR Recreation. CR does NOT have to be under one roof.
* **CNRNW** - proactive on CR Model; Bremerton and Bangor finalizing that. Workshop coming up JUN 1-4. Looking forward to cost center and realignments.
1. **Command Event SOP Discussion and Votes for Revision:**

**Recreation Support for Command Functions SOP**: See attached DRAFT I and DRAFT II and Equipment Request Form for Command Functions (to be included with the SOP).

* + Final Vote (email) will be accepted the week of May 4th for DRAFT II revisions.
	+ Today’s meeting covered SOP and Enclosures 1, which were all unanimously approved.
	+ Verbiage for Item 8 on SOP will be reviewed by CRAB members and changes or comments will be accepted via email review for final vote on May 4.
	+ The recommended changes from the CRAB, regarding DRAFT I, were incorporated into the attached “working” document (DRAFT II.)
	+ Additional items for the CNIC SOP MWR COMMUNITY RECREATION SUPPORT FOR COMMAND FUNCTIONS were decided via vote:
		- In addition CRAB members voted to remove or revise the following from the original DRAFT I as seen by the document of DRAFT II.
		- The SOP will be accompanied by the EQUIPMENT REQUEST FORM FOR COMMAND FUNCTIONS.
		- CRAB members unanimously voted to remove Retirement Ceremonies, Change of Commands, Reenlistments and Award Ceremonies from the proposed SOP.
		- Quantities presented were approved by the CRAB by a majority vote.
		- Sound System and Podiums were unanimously voted to be removed permanently or omitted from the SOP.
	+ CRAB members must return and recommend any changes by Monday, May 4th, 1600 EST for final review.
	+ Final SOP will be distributed at the N92 RAB.
1. **Green Space Community Recreation Branding**

CRAB members were asked to vote on the following phrasing to establish a Navy-wide sign or branding for our MWR Green Spaces.

The following phrases were presented:

*This Green Space is provided by your MWR Community Recreation Division.*

*This Green Space is hosted by your MWR Community Recreation Division.*

*Your picnic host is MWR Community Recreation for reservation information call:*

*Parks and Picnic Area courtesy of your MWR Community Recreation Division.*

*Parks and Picnic Provided by your MWR Community Recreation Division.*

* CRAB members voted on following phrase with a majority vote of 88.8% “Parks and Picnic Area courtesy of your MWR Community Recreation Division.”
* CRAB members voted to add the term “Green Space” to the above phrase with a majority vote.
* CRAB members voted to add the installation CR Phone Contact information to the signage with a majority vote.
* Because the CRAB voted on adding a phone number, which requires a voicemail, to the signs: each installation will be required to order their respective Green Space signage from the approved company/contract. HQ will investigate a company/contract and the installations will order from the approved vendor. Grants will be issued to cover the costs associated.
* Final Branding for Green Space will read as follows:

*Green Space, Parks and Picnic Area is courtesy of your MWR Community Recreation Division. For reservation information call:*

**Upcoming CR Training Workshops: Dates**

APR 13-17: NDW at WNY – Completed

APR 20-24: Mid-Lant – Completed

JUN 1-5: NW hosted in Whidbey

JUL 20-24: SE hosted in Jacksonville

AUG 17-21: SW hosted in San Diego

SEP 14-18: Japan/Korea/Singapore (hosted in Japan - Yokosuka)

SEP 21-25: Hawaii/Guam (hosted in Hawaii)

OCT 5-9: Europe (possible date change to October 2015; dates TBD)

1. **ACTION ITEMS for CRAB Member s –**
2. CRAB Members to circulate proposed SOP and send their final version for email vote by May 4 to Leslie Gould.
3. CRAB Members to circulate the approved phrase for branding CR Green Spaces, Navy wide. CNIC HQ will review a possible HQ Contract for the procurement of the signs.
4. CRAB Members to ensure that all installation MWR Directors and MWR Community Recreation POCs are made aware of the upcoming dates for the CR Training Workshops. Also, information shared in the CRAB must be circulated to their installations and respective N92s.

**NEXT CRAB CALL: May 26th, 1600 EST**

**FIRST DRAFT PRESENTED TO CRAB APRIL 28, 2015 – DRAFT I**

**CNIC SOP MWR COMMUNITY RECREATION SUPPORT FOR COMMAND FUNCTIONS**

Subj: MWR COMMUNITY RECREATION EQUIPMENT PROVIDED AT NO COST FOR OFFICIAL COMMAND FUNCTIONS

Ref: (a) DODINST 1015.10

 (b) CNICINST 1710.3

 (c) Community Recreation Program Standards

Encl: (1) Equipment Request Form for Command Functions

1. Purpose. To establish policy and procedures for the provision of command support through MWR event equipment at no cost. This authorized support is in unison with the MWR Mission and enhances unit cohesion and espirit de corps.
2. Applicability. To all Region and Installation and Tenant Commands and any U.S. Forces Afloat and Ashore.
3. Policy and Scope. Establish guidelines for MWR’s to provide, at no cost, approved equipment used to directly support the official portion of Command Functions per reference (c). These functions may include but are not limited to: Command Parties and Picnics, Change of Command Ceremonies, Change of Charge Ceremonies, Award Ceremonies, Retirement Ceremonies, Reenlistment Ceremonies and Advancement Ceremonies. The subject equipment for this event/function will not be used or involved in the collection of funds, raising of funds, or donation of funds for this event or future events.
4. Procedures. Equipment is available on a first-come, first-served basis and reservations can be made in person at the MWR Community Recreation Division during normal business hours. When a command wishes to request equipment at no cost for an official command function, the Commanding Officer (CO) or Officer In Charge (OIC) is required to endorse the event by signing enclosure (1) prior to submission by the command’s designated primary or alternate POC. Upon review and approval by the Community Recreation Division, any applicable fees will be waived. All other checkout procedures and use agreements will still apply.
5. Authorized Equipment and Quantities.
	1. 0-75 People
		1. Tables: 8
		2. Chairs: 50
		3. Grills: 1
		4. Canopies: 1
		5. Coolers: 2
	2. 76-150 People
		1. Tables: 20
		2. Chairs: 100
		3. Grills: 2
		4. Canopies: 2
		5. Coolers: 4
	3. 150 + People
		1. Tables: 40
		2. Chairs: 200
		3. Grills: 2
		4. Canopies: 4
		5. Coolers: 6
6. Rental Equipment: Additional equipment required beyond the scope of this policy may be available through Community Recreation for a small fee. Reservations for equipment may be made up to six weeks in advance of a command event and applicable fees must be paid 72 hours prior to an official function. All equipment is subject to availability.
7. Action. Commands should adhere to this standard operating procedure in order to utilize MWR Community Recreation Equipment for Official Command Functions at no cost.
	1. Command Responsibilities
		1. Appoint and notify in writing a command representative and alternate utilizing enclosure (1).
		2. Submit completed enclosure (1) to MWR Community Recreation Division.
		3. Identify additional equipment required above identified quantities and/or not listed in enclosure (1) to be rented.
		4. Arrange transportation and working party for equipment pick-up and return during designated times.
		5. Reimburse MWR Community Recreation Division for any repairs or replacements of damaged equipment caused while in their possession.
	2. Community Recreation Responsibilities
		1. Notify command representative of availability and approval of equipment.
		2. Designate times for equipment pick-up and return.
		3. Provide costs for additional equipment above maximum quantities and/or not listed in enclosure (1).
		4. Inspect equipment with command representative upon pick-up and return for any damage and any fees due for replacement or repair. (Recommend adding a list of fees for replacement repair.)
		5. Issue necessary directions for proper and safe usage upon pick-up.
8. Customer Feedback. Comment cards provide the Community Recreation Program with valuable input and customer perspective. Each facility will provide comment cards to customers for completion when equipment is being returned and inspected.

Distribution: To all

DRAFT AS REVISED BY THE CRAB APRIL 28, 2015 – DRAFT II

**CNIC SOP MWR COMMUNITY RECREATION SUPPORT FOR COMMAND FUNCTIONS**

**CNIC SOP MWR COMMUNITY RECREATION SUPPORT FOR COMMAND FUNCTIONS**

Subj: MWR COMMUNITY RECREATION EQUIPMENT PROVIDED AT NO COST FOR OFFICIAL COMMAND FUNCTIONS

Ref: (a) DODINST 1015.10

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 (c) Community Recreation Program Standards

Encl: (1) Equipment Request Form for Command Functions

1. Purpose. To establish policy and procedures for the provision of command support through MWR rental equipment at no cost. This authorized support is in unison with the MWR Mission and enhances unit cohesion and espirit de corps.
2. Applicability. To all Region and Installation and Tenant Commands and any U.S. Forces Afloat and Ashore for Navy Installations and Joint Base Installations. Also applies for support of foreign ships and visiting commands under U.S. Armed Forces sponsored agreements.
3. Policy and Scope. Establish guidelines for MWR’s to provide, at no cost, approved equipment used to directly support the official portion of Command Functions per reference (c), Section 111, Item 4. The event or function must promote command quality of life and benefit the entire crew or Command element. These functions may include but are not limited to: Command Parties and Picnics. The subject equipment for this event/function will not be used or involved in the collection of funds, raising of funds, or donation of funds for this event or future events.
4. Procedures. Equipment is available on a first-come, first-serve basis and can be made in person at the MWR Community Recreation Division during normal business hours. When a command wishes to request equipment at no cost for an official command quality of life function, the Commanding Officer (CO) or Officer In Charge (OIC) is required to endorse the event by signing enclosure (1) prior to submission by the command’s designated primary or alternate POC. Upon review and approval by the MWR Community Recreation Division, the applicable fees will be waived. All other checkout procedures and use agreements will still apply, as must be paid in full at time of reservation. For events hosted at MWR CAT C operations, commands will follow the CAT C booking guidelines and gear issuance policy, reference (c) Section 211.
5. Authorized Equipment and Quantities.
	1. 0-75 People
		1. Tables: 8
		2. Chairs: 50
		3. Grills: 1
		4. Canopies: 1
		5. Coolers: 2
		6. Lawn Games/Sports Pack: Choice of 2 items
	2. 76-150 People
		1. Tables: 20
		2. Chairs: 100
		3. Grills: 2
		4. Canopies: 2
		5. Coolers: 4
		6. Lawn Games/Sports Pack: Choice of 2 items
	3. 150 + People
		1. Tables: 40
		2. Chairs: 200
		3. Grills: 2
		4. Canopies: 4
		5. Coolers: 6
		6. Lawn Games/Sports Pack: Choice of 4 items
6. Rental Equipment: Additional equipment required beyond the scope of this policy is available through Community Recreation for a fee. Reservations for equipment that is provided at no cost and equipment that is billed can be made up to 30 days weeks in advance of a command event and must be paid for 72 hours prior to an official function. All equipment is subject to availability. Maximum issuance for equipment provided at no cost is 72 hours from the time of pickup. If additional time is needed, MWR will address that on a case by case basis. Applicable clean-up fees or labor and setup fees as normally charged by MWR will apply as per installation guidelines.
7. Action. Commands should adhere to this standard operating procedure in order to utilize MWR Community Recreation Equipment for Official Command Functions at no cost.
	1. Command Responsibilities:
		1. Appoints and notifies, in writing, a command representative and alternate utilizing enclosure (1).
		2. Submits completed and signed enclosure (1) to Community Recreation Division.
		3. Identifies additional equipment required above maximum quantities and/or not listed in enclosure (1) to be rented. Arrange transportation and working party for equipment pick-up, clean up and return during designated times.
		4. Responsible for any repairs or replacements of damaged equipment caused while in their possession, as illustrated in the installation’s Community Recreation Fees and Charges SOP.
	2. Community Recreation Responsibilities:
		1. Notifies command representative of availability and approval of equipment. Designates times for equipment pick-up and return.
		2. Provides costs for additional equipment above maximum quantities and/or not listed in enclosure (1).
		3. Inspects equipment with command representative upon pick-up and drop-off.
		4. Issues necessary directions for proper and safe usage upon pick-up.
8. Customer Feedback. Customer comments provide the Community Recreation Program with valuable input and customer perspective. Each facility will provide comment cards to customers for completion while equipment is being returned and inspected.

Distribution:

Regional MWR Directors

Installation MWR Directors

Installation Community Recreation Division

Afloat Recreation Programmers

Deployed Forces Support Programs

**ENCLOSURE 1.**

**EQUIPMENT REQUEST FORM for COMMAND FUNCTIONS**

The following MWR Community Recreation equipment is provided AT NO COST to commands for Official Command Functions. These functions include, but are not limited to, homecomings, half-way parties, command picnics, pre-arrival events and change of command events.

This equipment is for use ONLY on board military installations.

- Equipment is subject to availability on a first come, first served basis.

- Equipment may not be used for fundraisers, private parties, or involve the collection of funds, raising of funds, or donation of funds for this event or future events.

- Commands must arrange for transportation and working party to pick up equipment from the MWR and return it to the designated MWR when the event is complete.

- Sports Packs and Lawn Games are based on Installation availability.

***Requesting Command and MWR Community Recreation approval is required.***

In order to support requests, reservations need to be made at least ten days in advance.

Complete and return form to Community Recreation Division or email it to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**1 - CONTACT INFORMATION**

COMMAND:      Command POC:

PHONE:      Command Size:

CELL:

SECONDARY POC (Mandatory):

PHONE:

CELL:

**2 - FUNCTION INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Request Date:       | Function Date:       | Desired Pick-up Date:       | Return Date:      |
| Location on the base where the equipment will be used:       |

|  |
| --- |
| TYPE OF FUNCTION (Check one) |
|  [ ] Homecoming  | [ ] Picnic | [ ] Command Recreational  | [ ] Other Command function |
|  (if other, explain the details)      |

**3 - EQUIPMENT REQUEST INFORMATION**

Fill in the quantities needed in the adjacent lines. Quantities available at no cost are shown next to each item.

|  |  |  |
| --- | --- | --- |
| **CANOPIES (Easy Ups)** | **GRILLS** | **COOLERS** |
|       10’ X 10’ |       BBQ (Propane or Charcoal) |       100 Qt. Ice Chest |
|  |  |  |
|  |  |  |
| **Tables & Chairs**  | **SPORTS PACK/LAWN GAMES**  | **BASED ON INSTALLATION AVAILABILITY** |
|       Tables Rectangular 6’ |       Horse Shoes |       Volley Ball Kit |
|       Tables Rectangular 8’ |       Corn Hole or Bag Toss |       Soft Ball Kit |
|  |       Ladder Ball |  |
|       Chairs |       Bocce Ball |  |
|  |       Tug-o-war rope  |  |

Users will be responsible for repair or replacement charges for damages and losses resulting from negligent use. Handle equipment with care.

**4 -** The condition of the equipment being issued is as noted above and on the reverse of this form:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­ \_\_\_\_\_\_\_\_\_\_\_\_

Name of issuing agent for MWR Signature of issuing agent for MWR Date

**I acknowledge that this event is an approved command function and accept the equipment with the above conditions:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Name of Command Representative Signature of Command Representative Date

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Name of Command OIC or CO Signature of Command Representative Date