



DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
716 SICARD STREET, SE, SUITE 1000
WASHINGTON NAVY YARD, DC 20374-5140

CNICINST 1710.3
N9
14 Jun 2013

CNIC INSTRUCTION 1710.3

From: Commander, Navy Installations Command

Subj: OPERATION OF MORALE, WELFARE AND RECREATION PROGRAMS

Ref: (a) OPNAVINST 1700.7E
(b) OPNAVINST 1700.9E
(c) SECNAVINST 1710.9
(d) OPNAVINST 1730.1D
(e) MCO P1700.27A, of 8 Nov 99
(f) NAVSO P-1000
(g) DoD Instruction 1000.15 of 20 December 2005
(h) SECNAVINST 7548.1
(i) BUPERSINST 12990.1
(j) OPNAVINST 4060.4C
(k) DoD Instruction 1330.09 of 7 December 2005
(l) OPNAVINST 1710.10
(m) BUPERSINST 1710.22
(n) OPNAVINST 5009.1
(o) OPNAVINST 1710.16
(p) SECNAVINST 5070.2D

Encl: (1) Operation of Morale, Welfare and Recreation Programs Manual

1. Purpose. To provide policy and standards for the operation and management of Navy Morale, Welfare and Recreation (MWR) programs for which Commander, Navy Installations Command (CNIC) Fleet and Family Readiness (N9) is responsible.

2. Background. Navy policy is to provide operational and support activities with essential MWR mission support services, as well as produce programs that effectively contribute to the morale, well-being, and quality of life (QOL) of Navy personnel and their family members. Reference (a) establishes responsibility for policy, overall coordination, and execution of Navy MWR programs for CNIC activities.

3. Policy. Enclosure (1) is published under the guidance of reference (a) and applies to all Navy MWR activities. This instruction does not apply to management of the following

activities, which derive their guidance from other source documents and/or fund entities:

- a. Child and Youth Program (governed by reference (b))
- b. School-age Care Programs (governed by reference (c))
- c. Chapel Funds (governed by reference (d))
- d. Marine Corps Community Service Policy Manual (reference (e))
- e. All funds administered by private organizations located on Navy installations (governed by reference (f), section 075261 and reference (g))
- f. Funds established for civilian employees at Navy installations (governed by reference (h) and reference (i))
- g. Auxiliary Resale Outlets (governed by reference (j))
- h. Navy Exchanges and Ship Stores (governed by reference (k))
- i. Flying Clubs (governed by reference (l) and reference (m))
- j. Billeting Funds (governed by reference (n))
- k. Administration of Recreation Programs Afloat (governed by reference (o))
- l. Naval Library and Information Centers (governed by reference (p))

4. Responsibilities

- a. CNIC is responsible for:
 - (1) Establishing MWR program operational policies.
 - (2) Providing technical programmatic assistance.
 - (3) Administering system-wide business programs.

(4) Ensuring the fair distribution and monitoring of Non-Appropriated Fund (NAF) resources.

(5) Developing fiscal management and control procedures for efficient use of NAF resources.

(6) Establishing procedures and instructions for the fiscal oversight and review of NAF Instrumentalities.

(7) Ensuring the CNIC Enterprise has the most up-to-date information regarding the management of all MWR programs.

b. Region Commanders (REGCOMs) and Installation Commanding Officers (COs) are responsible for:

(1) Ensuring the financial health of MWR Funds, to include solvency, stability and dissolution.

(2) Supervising the operation of assigned MWR activities.

(3) Ensuring MWR programs and services contribute to maintaining morale, health and readiness of Navy personnel.

(4) Budgeting for authorized Appropriated Funds for NAF activities.

5. Action

a. CNIC shall:

(1) Establish and execute MWR programs, services, policies, and procedures in accordance with reference (a).

(2) Provide oversight and regular reviews of Region and Installation MWR policies and actions.

b. REGCOMs shall:

(1) Establish Region policies as necessary to ensure this instruction is properly executed.

(2) Assist local Installations in executing this instruction properly.

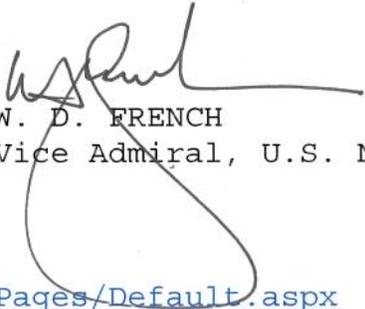
(3) Provide reports to CNIC as may be required.

c. Installation COs shall:

(1) Ensure that provisions of this policy are executed properly on the installation.

(2) Provide oversight of assigned MWR activities.

6. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with reference SECNAV M-5210.1.



W. D. FRENCH
Vice Admiral, U.S. Navy

Distribution:

Electronic only, via Gateway 2.0

<https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx>

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>Page</u>
<u>CHAPTER 1</u>	MORALE, WELFARE, AND RECREATION (MWR) PROGRAM MANAGEMENT AND SUPPLEMENTAL GUIDANCE FOR THE ADMINISTRATION OF MWR PROGRAMS	
Section 101	Legal Status of MWR	1-1
Section 102	Authority and Responsibilities	1-1
Section 103	Patron Advisory Groups	1-2
Section 104	Standards of Conduct	1-3
Section 105	Gifts	1-5
Section 106	Program Guidelines	1-6
Section 107	Special Interest Groups	1-7
Section 108	Tobacco/Smoking Policy	1-9
Section 109	MWR Support for Navy Birthday Celebrations	1-10
Section 110	Raffles and Monte Carlo Programs	1-12
Section 111	Amusement Machines	1-12
Section 112	Marketing Promotions	1-13
Section 113	Awards and Prizes	1-14
Section 114	Use of Official Mail	1-15
Section 115	Safety	1-15
Section 116	Self-Insurance Program	1-15
Section 117	Training	1-16
Section 118	Professional Organizations	1-16
Section 119	Recruiting, Training and Accepting Volunteer Services	1-18
Section 120	Copyrighted Sound and Video Recordings	1-19
Section 121	Satellite and Cable TV Reception Overseas	1-19
Section 122	Recyclable Materials Program	1-20
Section 123	Retention and Disposal of Records	1-20
Section 124	Use of Photographs, Audiotape or Videotape for Commercial Use	1-21
<u>CHAPTER 2</u>	FINANCIAL MANAGEMENT	
Section 201	Responsibility for Funds	2-1
Section 202	Fiduciary Responsibility	2-2
Section 203	Audits and Reviews	2-3
Section 204	Support of Tenant Activities	2-3

14 Jun 2013

TABLE OF CONTENTS (CONT'D)

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>Page</u>
Section 205	Unit Recreational Funds	2-3
Section 206	MWR Fund Financial Management	2-5
Section 207	Administration of MWR Funds	2-5
Section 208	MWR Categories	2-5
Section 209	Remote and Isolated (R&I) Locations	2-6
Section 210	Use of NAF/APF for Internet Connectivity	2-7
Section 211	MWR Revenue	2-8
Section 212	MWR Red Flag Systems	2-10
Section 213	Credit	2-10
Section 214	Petty Cash and Change Funds	2-11
Section 215	Check Cashing, Currency Conversion Services and Automated Teller Machines (ATMs)	2-11
Section 216	Appropriate Use of MWR Funds	2-11
Section 217	Ombudsmen Expense Reimbursement	2-12
Section 218	Uniform Funding Management (UFM) of MWR programs	2-12
Section 219	Prohibited Use of MWR Nonappropriated Funds (NAF)	2-13
Section 220	Financial Planning and Budgets	2-15
Section 221	NAF Cash and Other Balance Sheets Considerations	2-16
Section 222	Decentralized Activities	2-16
Section 223	Financial Assistance CNIC MWR Central Fund	2-16
Section 224	Accounting and Reports	2-20
Section 225	MWR Fund Cash Accounts	2-20
Section 226	Taxes	2-20
Section 227	Disestablishment of MWR Activities	2-21
Section 228	Co-mingling of Funds and Property	2-23
Section 229	Advance Deposits	2-23
Section 230	Check Cashing and Returned Checks	2-23
Section 231	Fiscal Oversight and Review	2-24
Section 232	Internal Control Procedures	2-26
Section 233	Travel	2-27
Section 234	Transporting NAF	2-28
Section 235	Transfer of MWR NAF Assets Between Services	2-28

14 Jun 2013

TABLE OF CONTENTS (CONT'D)

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>Page</u>
Section 236	MWR Support Services Assistance for Navy Affiliated Organizations	2-28
Section 237	NAF Payroll Procedures in Conjunction with Electronic Timekeeping Systems	2-29
Section 238	Unearned Income and Expenditures Made to Benefit a Future Accounting Period	2-30
Section 239	Host MWR Activity Ashore Receipt of Unused Afloat Unit Allocations of Disembarking Mobile Units, Air Craft Squadrons and Embarked Staff	2-31
Section 240	MWR Support to Military Missions in Foreign Countries	2-31
Section 241	Base Realignment and Closure (BRAC)	2-33
<u>CHAPTER 3</u>	PROPERTY, VEHICLE AND FACILITY MANAGEMENT	
Section 301	Management Control and Prevention of Fraud, Waste and Related Improprieties	3-1
Section 302	Procurement	3-1
Section 303	Physical Inventory Requirements	3-1
Section 304	Purchase of Foreign Goods by NAFIs	3-2
Section 305	Overseas Transportation of Continental U.S. (CONUS) Procured Merchandise	3-2
Section 306	Disposition of Property	3-2
Section 307	MWR Vehicles	3-6
Section 308	Policy on Use of MWR NAF Vehicles	3-7
Section 309	MWR NAF Vehicle Inventory and Registration	3-7
Section 310	Prohibited Uses of MWR Vehicles	3-7
Section 311	Government-Owned APF Procured Vehicles	3-8
Section 312	MWR NAF Vehicle Allowance Lists	3-9
Section 313	MWR Vehicle Administration, Operation, and Maintenance	3-9
Section 314	MWR NAF Vehicle Procurement and Disposition	3-9
Section 315	Registration and Licensing	3-11
Section 316	Identification	3-12
Section 317	MWR NAF Vehicle Insurance	3-13
Section 318	NAF Facility Programs	3-13

TABLE OF CONTENTS (CONT'D)

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>Page</u>
<u>CHAPTER 4</u>	NON-FEDERAL ENTITY OR PRIVATE ORGANIZATIONS	
Section 401	Non-Federal Entity (NFE) and Private Organizations	4-1
Section 402	Providing Support to NFE or Private Organization Events	4-1
Section 403	NFEs Authorized to Operate on DoD Installations	4-1
Section 404	Attendance at MWR Events by Individual Civilians in the Community	4-2
Section 405	Use of Non-MWR Facilities by a NFE or Private Organization	4-2
Section 406	Use of MWR Facilities by a NFE	4-2
Section 407	Rental or Exclusive Use of Category C Facilities by a NFE	4-3
Section 408	United Service Organizations (USO) and Armed Services Young Men's Christian Association (ASYMCA)	4-3
<u>CHAPTER 5</u>	PATRON ELIGIBILITY	
Section 501	General	5-1
Section 502	Priority Use	5-1
Section 503	Limited Use of MWR Activities	5-2
Section 504	Category C Activity Use by Members of the General Public Within the U.S.	5-2
Section 505	Guests	5-3
Section 506	Delayed Entry Program (DEP)	5-3
Section 507	Foster Children and Au Pair Foreign Nationals	5-3
Section 508	Use by a NFE or Private Organizations	5-4
<u>CHAPTER 6</u>	COMMERCIAL SPONSORSHIP AND ADVERTISING	
Section 601	Commercial Sponsorship	6-1
Section 602	Authority to Conduct Commercial Sponsorship	6-2
Section 603	General Requirements	6-4
Section 604	Off-Base Financial Institutions (Banks and Credit Unions)	6-5

14 Jun 2013

TABLE OF CONTENTS (CONT'D)

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>Page</u>
Section 605	Sponsorship Agreements with Personal Financial, Insurance and Securities Providers	6-6
Section 606	OCONUS Commercial Sponsorships	6-6
Section 607	Alcohol Beverage Producers and Distributors	6-6
Section 608	Prohibited Types of Sponsorship Agreements	6-7
Section 609	Authorized Types of Sponsorship Benefits	6-7
Section 610	Unauthorized Types of Sponsorship Benefits	6-9
Section 611	Solicitation of Sponsorship Agreements	6-10
Section 612	Unsolicited Sponsorship	6-11
Section 613	Use of Commercial Sponsorship Proceeds	6-11
Section 614	Recordkeeping and Annual Reports	6-11
Section 615	Advertising of MWR Programs and Events	6-12
Section 616	Sale of Advertising by MWR	6-15
Section 617	Civilian Enterprise Newspapers, Installation Guides and Quality of Life (QOL) Guidebooks	6-16
Section 618	Commercial Billboards	6-16
<u>CHAPTER 7</u>	SPORTS PROGRAM (ARMED FORCES AND HIGHER LEVEL)	
Section 701	Athletic Sports	7-1
Section 702	National and International Competition	7-3
Section 703	Hosting of Navy Sports Trials, Armed Forces Sports Championships and Conseil International Du Sports Militaire (CISM) Competition	7-5
Section 704	Boxing Competition	7-7
Section 705	Non-Navy Sports	7-10
Section 706	Sports Governing Bodies for Navy Sports, Armed Forces, National and International Competitions	7-11

TABLE OF CONTENTS (CONT'D)

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>Page</u>
<u>CHAPTER 8</u>	FITNESS PROGRAM	
Section 801	Purpose	8-1
Section 802	Policy and Scope	8-1
Section 803	Responsibilities of Persons in Key Positions in the Fitness Program	8-1
Section 804	Definitions	8-2
Section 805	Instructional Skill Development	8-4
Section 806	Fitness Program	8-5
Section 807	Recreational Sports Program	8-14
Section 808	Awards	8-16
Section 809	Safety Program	8-16
Section 810	Sports Governing Bodies/Sports Organizations	8-18
<u>CHAPTER 9</u>	DEPLOYED FORCES SUPPORT PROGRAM (RECREATION/FITNESS PROGRAM SUPPORT FOR SAILORS ON SHIPS)	
Section 901	Policy	9-1
Section 902	Deployed Forces Support Coordinators (DFSC)	9-1
Section 903	Programs/Facilities	9-3
<u>CHAPTER 10</u>	LIBERTY AND CATEGORY A AND B RECREATION CENTERS	
Section 1001	General	10-1
Section 1002	Mission	10-1
Section 1003	Eligibility	10-1
Section 1004	Funding	10-1
Section 1005	Liberty Program Components	10-2
Section 1006	Program Evaluation	10-3
Section 1007	Category A Recreation Centers	10-3
Section 1008	Category B Recreation Centers	10-3
<u>CHAPTER 11</u>	NAVY GENERAL LIBRARY PROGRAM (NGLP)	
Section 1101	Purpose	11-1

TABLE OF CONTENTS (CONT'D)

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>Page</u>
Section 1102	Policy	11-1
Section 1103	Responsibilities	11-2
Section 1104	Support	11-2
Section 1105	Access to E-Books	11-3
<u>CHAPTER 12</u>	AQUATIC PROGRAMS AND FACILITIES	
Section 1201	Aquatic Facilities	12-1
Section 1202	Minimum Common Rules and Regulations for all Aquatic Facilities	12-1
Section 1203	Minimum Rules and Regulations for Swimming Pools (includes Wading Pools)	12-2
Section 1204	Minimum Rules and Regulations for Waterfront Areas	12-4
Section 1205	Certification Organization Equivalents	12-4
Section 1206	Program Operation	12-5
Section 1207	Appropriated Funding Eligibility	12-6
Section 1208	Admission Fees	12-6
Section 1209	Staffing	12-7
Section 1210	Staff/Patron Ratio	12-7
Section 1211	Staff Responsibilities and Qualifications Requirements	12-8
Section 1212	Training Program	12-8
Section 1213	Personnel Health Requirements	12-9
Section 1214	Program of Activities	12-9
Section 1215	Local Policies	12-10
Section 1216	Swimming Pool Facility Safety Requirements	12-11
Section 1217	Waterfront Area Safety Requirements	12-17
Section 1218	Aquatic Safety Equipment and Requirements	12-18
Section 1219	Hyperventilation and Breath-Holding	12-19
<u>CHAPTER 13</u>	INFORMATION, TICKET AND TRAVEL AND CONTRACTED LEISURE TRAVEL PROGRAMS	
Section 1301	Navy Information, Tickets and Travel (ITT)	13-1
Section 1302	ITT Program Objectives	13-1

14 Jun 2013

TABLE OF CONTENTS (CONT'D)

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>Page</u>
Section 1303	Funding	13-1
Section 1304	Program Elements	13-1
Section 1305	Ancillary Functions	13-2
Section 1306	Local Tours' Programming	13-2
Section 1307	Acceptance of Travel Benefits in Connection with Meeting Training Requirements and in Connection with Familiarization (FAM) Tours	13-3
Section 1308	Tour Staffing Requirements	13-3
Section 1309	Entertainment Ticket Program	13-5
Section 1310	Contracted Leisure Travel Programs	13-6

CHAPTER 14**NAVY MOTION PICTURE SERVICE**

Section 1401	Purpose	14-1
Section 1402	Program Management Authority	14-1
Section 1403	Movie Program Format	14-1
Section 1404	Sole Source	14-2
Section 1405	Operational Responsibilities, Tasks, and Functions	14-2
Section 1406	Copyright Policy	14-5
Section 1407	Procurement	14-6
Section 1408	Audience Eligibility	14-6
Section 1409	Selection Criteria for Movie Program	14-7
Section 1410	Censorship	14-7
Section 1411	Movie Program Location Eligibility	14-7
Section 1412	Requesting NMPS Service	14-9
Section 1413	Disestablishing or Suspending Services	14-10
Section 1414	Storage and Security of Movies	14-11
Section 1415	Loss of Movies or NDVD Players	14-11
Section 1416	Assessment	14-12
Section 1417	Shipping Motion Pictures	14-12
Section 1418	NMPS Oversight	14-12
Section 1419	NDVD Format Program Admission Charges	14-12
Section 1420	NDVD Programming	14-13
Section 1421	NDVD Movie Distribution	14-13
Section 1422	NDVD Custodial Responsibility	14-13
Section 1423	NDVD Movie Handling	14-13
Section 1424	NDVD Equipment	14-14
Section 1425	NDVD Afloat Program	14-14
Section 1426	NDVD Ashore Program	14-15

14 Jun 2013

TABLE OF CONTENTS (CONT'D)

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>Page</u>
Section 1427	DCP Requirements	14-15
Section 1428	DCP Attendance Tracking and Reporting Categories	14-16
Section 1429	DCP Distribution	14-16
Section 1430	DCP Print Handling	14-17
Section 1431	DCP Movie Advertising and Promotion	14-18
Section 1432	DCP Local Operating Procedures	14-20
Section 1433	Failure to Comply	14-20
Section 1434	Notification of Motion Picture Transfer Packing Slip	14-20
Section 1435	NAVPERS 1710/23, NDVD Program Annual Ashore Attendance Record	14-21
Section 1436	NAVPERS 1710/24, DCP Monthly Exhibition and Attendance	14-21
Section 1437	Mailing Address	14-21
Section 1438	Phone	14-21
Section 1439	Internet	14-21
Section 1440	E-Mail	14-21

CHAPTER 15**MARINAS AND RECREATION SAILING PROGRAM**

Section 1501	Mission	15-1
Section 1502	Marina Program Descriptions	15-1
Section 1503	Clean Marina Program	15-2
Section 1504	Marina Personnel	15-2
Section 1505	Marina Program Development	15-2
Section 1506	Alcoholic Beverages	15-3
Section 1507	Sailing Instruction	15-3
Section 1508	Insurance	15-3
Section 1509	Instructors	15-5
Section 1510	Waivers	15-6
Section 1511	Disqualification	15-6
Section 1512	Yacht Clubs	15-6
Section 1513	Program Guidelines	15-7
Section 1514	Registration of MWR-owned Boats with State Authorities	15-11

CHAPTER 16**NAVY GETAWAYS (RECREATIONAL LODGING PROGRAM)**

Section 1601	General	16-1
Section 1602	Mission	16-1

TABLE OF CONTENTS (CONT'D)

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>Page</u>
Section 1603	Market Analysis	16-1
Section 1604	Facility Standards	16-1
Section 1605	Guidelines	16-1
Section 1606	Business Process	16-2
<u>CHAPTER 17</u>	OUTDOOR RECREATION	
Section 1701	General	17-1
Section 1702	Program Elements	17-1
Section 1703	Provision of Title 16, USC §670 (The Sikes Act)	17-6
Section 1704	Funding	17-7
Section 1705	Insurance	17-7
Section 1706	Marketing	17-7
Section 1707	Staffing	17-7
Section 1708	Staff Training	17-8
Section 1709	Back Country Travel, Rock Climbing and Mountaineering	17-8
Section 1710	Water Sports Activities	17-12
Section 1711	Recreational Shooting Ranges	17-12
Section 1712	SCUBA Program	17-12
<u>CHAPTER 18</u>	AUTOMOTIVE SKILLS CENTERS	
Section 1801	General	18-1
Section 1802	Equipment	18-2
Section 1803	Staff Training	18-2
Section 1804	Funding	18-2
Section 1805	Repair/Maintenance of MWR Vehicles	18-3
Section 1806	Resale Activities	18-3
Section 1807	Safety/Health Standards	18-3
<u>CHAPTER 19</u>	BOWLING PROGRAM	
Section 1901	General	19-1
Section 1902	Mission	19-1
Section 1903	MWR Bowling Program Descriptions	19-1
Section 1904	Guidelines	19-2
Section 1905	Comment Cards	19-4
Section 1906	Training	19-4

14 Jun 2013

TABLE OF CONTENTS (CONT'D)

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>Page</u>
Section 1907	Bowling Instruction	19-5
Section 1908	Resale Activities	19-5
Section 1909	Financial and Operating Standards and Guidelines	19-6
Section 1910	Metrics	19-6
<u>CHAPTER 20</u>	GOLF PROGRAM	
Section 2001	General	20-1
Section 2002	Mission	20-1
Section 2003	Guidelines	20-1
Section 2004	Training/Qualifications	20-4
Section 2005	Golf Instruction	20-4
Section 2006	Resale Activities	20-5
Section 2007	Gambling at Golf Facilities	20-5
Section 2008	Financial and Operating Standards and Guidelines	20-5
Section 2009	Merchandising	20-5
Section 2010	Golf Advisory Committee	20-6
Section 2011	Motorized Golf Cars	20-6
Section 2012	Course Maintenance	20-8
Section 2013	Driving Range Operations	20-10
<u>CHAPTER 21</u>	FOOD AND BEVERAGE PROGRAM	
Section 2101	Food Service	21-1
Section 2102	Cost Systems and Controls Overview	21-1
Section 2103	Components of Cost Systems and Controls	21-2
Section 2104	Guest Checks	21-6
Section 2105	Scatter Sheet Controls	21-7
Section 2106	Menu Product Mix Spreadsheet and Menu Engineering	21-7
Section 2107	Daily Financial Summary	21-7
Section 2108	Navy Food Service Regional Operational Advisory Group (NFS-ROAG)	21-7
Section 2109	Location	21-9
Section 2110	Notice Requirements Regarding Establishment and Disestablishment	21-9
Section 2111	Special Patronage Privilege	21-9
Section 2112	Navy MWR Food and Beverage Program Dues	21-10
Section 2113	Identification of Patrons	21-11

TABLE OF CONTENTS (CONT'D)

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>Page</u>
Section 2114	Guest	21-11
Section 2115	Catering and Conference Functions	21-11
Section 2116	Types of Private/Catered Functions	21-14
Section 2117	Private/Catered Party Schedule	21-15
Section 2118	Standard of Conduct	21-18
Section 2119	Standards of Dress	21-18
Section 2120	Authorized Activities and Services	21-18
Section 2121	Unauthorized Activities and Services	21-21
Section 2122	Food Service	21-22
Section 2123	Advertising	21-23
Section 2124	Promotions	21-23
Section 2125	Quick Service Restaurants, Snack Bars and Fast Food	21-24
Section 2126	Service Charge	21-24
Section 2127	Management Responsibility	21-25
Section 2128	Menus	21-25
Section 2129	Safety Requirements	21-25
Section 2130	Sanitary and Storage Requirements	21-25
Section 2131	Flag Messes Ashore	21-25
Section 2132	Rations-in-Kind (RIK) Feeders	21-25
Section 2133	Financial Standards and Pricing Policies	21-26
Section 2134	Physical Inventory Requirements	21-27
Section 2135	Internal Control Procedures	21-27
Section 2136	Credit/Debit Sales	21-27
Section 2137	Taxes	21-27
Section 2138	Alcoholic Beverage Service	21-28
Section 2139	Personnel Administration	21-33
Section 2140	Procurement	21-33
Section 2141	Facilities Maintenance	21-34
Section 2142	Fire Prevention Inspections	21-34
Section 2143	Market Analysis	21-35
<u>CHAPTER 22</u>	BINGO	
Section 2201	General	22-1
Section 2202	Playing of Bingo	22-1
Section 2203	Electronic Bingo	22-3
Section 2204	"24-Number Bingo"	22-5
Section 2205	Speed Bingo	22-5

TABLE OF CONTENTS (CONT'D)

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>Page</u>
<u>CHAPTER 23</u>	GAMING DEVICES	
Section 2301	Gaming Devices	23-1
Section 2302	Procedures for Establishment, Operation, and Administration of Gaming Devices	23-2
Section 2303	Specifications	23-3
Section 2304	Transportation	23-4
Section 2305	Regulations for Play	23-5
Section 2306	Audit Board	23-6
Section 2307	Identification Plates	23-7
Section 2308	Gaming Device Keys	23-7
Section 2309	Cash Collection	23-8
Section 2310	Maintenance	23-9
Section 2311	Monitoring Machine Performance	23-10
Section 2312	Accounting Instructions	23-11
Section 2313	Statistical Data	23-13
Section 2314	Inventory, Relocation, and Disposal of Gaming Devices	23-13
<u>CHAPTER 24</u>	ENTERTAINMENT	
Section 2401	Entertainment Standards	24-1
Section 2402	DoD Armed Forces Entertainment (AFE) Program	24-3
Section 2403	Navy Entertainment Program	24-3
<u>CHAPTER 25</u>	OPERATING AND FINANCIAL STANDARDS AND GUIDELINES FOR MWR BUSINESS ACTIVITIES	
Section 2501	Operating and Financial Standards and Guidelines	25-1
Section 2502	Sound Financial Operations	25-1
Section 2503	Satisfied Customers	25-5
Section 2504	Quality Products and Programs	25-5
Section 2505	Professional Management and Staff	25-6
Section 2506	Attractive, Well-Maintained Facility	25-6
Section 2507	Effective Marketing Program	25-7
Section 2508	Monitoring and Oversight	25-7

TABLE OF CONTENTS (CONT'D)

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>Page</u>
<u>CHAPTER 26</u>	COMMUNITY RELATIONS EVENTS (AIR SHOWS, OPEN HOUSES, 4 th OF JULY CELEBRATIONS AND OTHER PUBLIC AFFAIRS EVENTS)	
Section 2601	MWR's Role in COMREL Events	26-1
Section 2602	Prohibited Use of NAF in Connection	
Section 2603	Charging Attendees for Access, Products and Services at COMREL Events	26-2 26-3
Section 2604	Insurance in Connection with COMREL Events	26-4
<u>APPENDIX A</u>	ACRONYMS	A-1

Chapter 1

**MORALE, WELFARE, AND RECREATION (MWR) PROGRAM MANAGEMENT AND
SUPPLEMENTAL GUIDANCE FOR ADMINISTRATION OF MWR PROGRAMS**

Ref: (a) DoD 5500.7-R of 1 August 1993
(b) CNICINST 5890.1
(c) SECNAVINST 5100.13E
(d) DoD 7000.14-R, Volume 13 of October 2011
(e) CNICINST 7043.1
(f) OPNAVINST 5218.7C
(g) SECNAVINST 5100.10J
(h) OPNAVINST 5100.25B
(i) DoD Instruction 1100.21 of 11 March 2002
(j) OPNAVINST 5380.1B
(k) SECNAVINST 5870.4A
(l) DoD 5120.20-R of 9 November 1998
(m) OPNAVINST 5090.1C
(n) SECNAVINST M-5210.1

101. Legal Status of MWR. Navy Military MWR is a non-appropriated fund instrumentality created under the authority of the Secretary of the Navy. Local MWR activities, as subordinate components of Navy Military MWR, are entitled to the immunities and privileges enjoyed by the Federal Government under the Constitution, established principles of law and international treaties and agreements. MWR activities are typically exempt from direct federal, state, and local taxes.

102. Authority and Responsibilities. Policies and procedures prescribed in this instruction apply to all components of Navy military MWR activities under the cognizance of Commander, Navy Installations Command (CNIC).

a. Assistant Secretary of the Navy (ASN) Manpower and Reserve Affairs (M&RA). ASN (M&RA) is the principal staff assistant to the Secretary of the Navy for MWR programs and nonappropriated fund (NAF) activities. ASN (M&RA) is the coordinating official for matters related to Navy MWR and NAF programs and activities.

b. Assistant Secretary of the Navy (ASN) Energy, Installations, and Environment (EI&E). ASN (EI&E) is the coordinating office for matters regarding NAF construction policy.

c. Navy MWR/Navy Exchange (NEX) Board of Directors (BOD).

14 Jun 2013

The BOD is responsible to Chief of Naval Operations for providing strategic direction to Navy MWR and NEX programs by determining and approving governing policies, strategic plans, and programs pertaining to MWR and NEX. The BOD also determines financial goals and objectives by approving annual operating and capital budget plans for worldwide operations of both programs and conducting periodic reviews of operating results.

d. CNIC Headquarters (HQ)

(1) CNIC HQ is the Navy MWR Program Manager and executes this authority through Region Commanders (REGCOMs) who operate or exercise immediate superior in command authority over installations that operate Navy MWR programs.

(2) Fleet and Family Readiness (CNIC HQ (N9)) is responsible for establishing MWR program operational policies; providing technical assistance; administering system-wide business programs; ensuring fair distribution and monitoring of resources; developing fiscal management and control procedures for NAF; and establishing procedures and instructions for the fiscal oversight and review of MWR activities.

e. REGCOMs/Installation Commanding Officers (COs). Under their command authority, REGCOMs/Installation COs will monitor all MWR funds within their respective command to ensure the proper management and efficient use of assets.

f. Region/Installation MWR Program Manager. The Region/Installation MWR Program Manager is accountable to the REGCOM/Installation CO for the program content, financial integrity, and health and accomplishment of the MWR mission. The Region/Installation MWR Program Manager/fund manager shall be designated by the REGCOM/Installation COs, in writing, as the overall administrator and manager of the MWR program.

g. Activity Manager. An activity manager is the on-site individual responsible for the overall operation of the MWR activity. This includes duties such as development and execution of programs, budgeting, financial monitoring, internal controls, personnel management, marketing, and development of facility improvement and equipment procurement programs.

103. Patron Advisory Groups. Units participating in the MWR program will be represented by an advisory group of individuals from tenant commands, detailed in writing by their Installation CO, Officer-in-Charge (OIC), or department head. The MWR

14 Jun 2013

advisory group may be represented as a component of the local Quality of Life advisory group. Advisory groups do not have management, administrative control, or custody of NAF funds. Members of the Patron Advisory Group should discuss services and events that meet the expressed needs and preferences of their command.

a. Organization. Advisory group membership will ensure that officers, enlisted personnel, and representatives from other authorized patron groups are represented. The chairperson of the group will be appointed by the Installation CO. Each member will have one vote. The MWR Director, or a representative of the director, will attend the meeting of the group to supply information relative to MWR program directives, programs and services and the availability of funds. The MWR Director or his/her representative will not have a vote. For the purpose of ensuring tenant commands have the most up-to-date info on the Installation MWR program, the advisory group provides advice to the Installation CO and disseminates information about the MWR program to members of their respective tenant commands.

b. Financial Compensation. Members of the advisory group will not receive financial payment in cash, goods, or services for any function performed as a member of the group.

104. Standards of Conduct. Reference (a) sets standards of conduct and government ethics to which all government personnel will strictly adhere. High standards of conduct require that both the commission of a breach of ethics and the appearance of such a breach be avoided. REGCOMs/Installation COs will advise CNIC HQ (N9) and the chain of command when significant irregularities or serious incidents involving fraud, mismanagement, or misconduct. Major irregularities and incidents should be reported by message. Subsequent reports will be sent until the issue has been satisfactorily concluded.

a. Gift Acceptance. Pursuant to the provisions of reference (a), federal employees shall not solicit or accept a gift or other item of monetary value from any person or entity seeking official action from, doing business with, or whose interests may be substantially affected by, the performance or nonperformance of the employee's duties. MWR activities do not have independent gift acceptance authority, and MWR employees are not authorized to accept gifts on behalf of MWR activities. Gift offers shall be referred to the Installation CO for appropriate action. Various individuals are delegated legal

14 Jun 2013

authority to accept gifts on behalf of the Navy. Additionally, there are certain limited situations and events that do not constitute gifts. Employees should contact an Office of General Counsel (OGC) or Staff Judge Advocate (SJA) attorney and CNIC HQ (N9) for assistance in obtaining gift acceptance approval or if they have any questions regarding ethical conduct or the solicitation or acceptance of gifts.

b. Conducting Business With the Private Sector. Reference (a) provides that public service is public trust and that employees must avoid any situations or actions that create the appearance of impropriety. This means that federal employees are held to a higher standard of ethical conduct and, as a result, certain business practices and courtesies that are considered routine in the private sector are prohibited when dealing with federal employees. Accordingly and as a general rule, it is neither necessary nor desirable for personnel to dine or socialize with individuals or representatives of entities doing or seeking to do business with the MWR in order to discuss or transact official business. This does not preclude attendance at widely attended luncheons, dinners, and similar gatherings sponsored by industry, technical and professional associations for the discussion of matters of mutual interest to the Government and industry. Attendance may be permitted when it is approved by the employee's supervisory chain of command and the local OGC or JAG Ethics Counselor as provided in reference (a).

c. Prohibitions. Personnel assigned or employed by an MWR activity and their family members are prohibited from:

(1) Selling articles in the MWR activity for their own personal benefit.

(2) Making any personal profit as a result of the purchasing or sales functions of the activity.

(3) Taking advantage of any price reductions or favors of any kind.

(4) Diverting items that should be disposed of for personal use or consumption.

(5) Accepting any personalized gifts or

(6) Soliciting or accepting any contributions or donations from commercial organizations for themselves or their

14 Jun 2013

family members, for other employees, employee parties, or other select groups, except as permitted by reference (a).

d. Fundraising. Department of Defense (DoD) policy concerning fundraising activities is contained in reference (a).

(1) Fundraising in the work place is not an MWR program, event or responsibility. Any fundraising activity which is authorized to be conducted in an MWR space must be approved by the REGCOM or Installation CO after review by the command's ethics counselor.

(2) No MWR employee may approve any fundraising of any kind on his/her own authority. If an MWR employee is asked to participate in any fundraising activity, that employee must forward the request through the chain of command to the REGCOM or Installation CO via the command's ethics counselor.

e. Reporting of Infraction. Personnel who have reason to believe that a gratuity (in the form of entertainment, gifts, or otherwise) was offered or given by a vendor/supplier or by an agent representative to any employee of the NAFI to secure profitable business dealings, or which would result in personal financial profit or benefit, will forward a full report of the alleged infraction, properly documented, to the applicable Installation CO.

105. Program Guidelines

a. MWR programs should consist of services and events that meet the expressed needs and preferences of the assigned military personnel and their family members.

b. Each MWR activity will be displayed on an organizational chart that indicates clear lines of authority and responsibility.

c. Standard Operating Procedures (SOPs) shall be developed to ensure consistency in process, procedures, and operations. The SOP should address such elements as goals and objectives, fees and charges, hours of operation, reservation/rental procedures, safety regulations, patron eligibility, emergency procedures, and cash handling.

d. Patrons of MWR programs should be informed of similar off-base programs and facilities available in the community.

14 Jun 2013

e. The establishment and maintenance of a system to maintain information about the usage of MWR activities, programs, and services shall be in place.

f. Patron assessments should be conducted on a routine basis but at a minimum once every three years to determine the needs, preferences, and attitudes of Navy personnel and their families. During Patron Advisory Group meetings, tenant command representatives will discuss MWR issues and submit recommendations to the Installation MWR Director for action as appropriate.

g. Every effort should be made to conduct MWR activities for eligible patrons living either on or off the installation.

h. Participation in MWR programs and facilities should be equally accessible to all authorized patrons.

i. Program offerings should provide patrons with opportunities to develop lifelong recreation skills and knowledge that promotes positive use of free time and contributes to individual self-esteem and resiliency.

j. Facility operating hours should be determined by patron needs, usage and preference, and availability of operating funds. Programs should be accessible to patrons during off-duty hours, such as evenings, weekends, and holidays.

k. Sale of Phone Cards

(1) Commander, Navy Exchange Service Command (NEXCOM) administers a comprehensive license agreement for personal telecommunications services. Any prepaid phone cards to be sold at MWR activities shall be secured from the installation servicing NEX.

(2) Prepaid phone card sales accomplished through vending machines shall be managed by NEXCOM.

106. Special Interest Groups. Special Interest Groups (SIG) are formed when like-minded authorized MWR patrons come together to participate in a particular recreation program that is not offered on base. The SIG usually operates on base and under the auspices of the MWR Department. The following pertains:

a. SIGs (e.g., karate, theater, photography, etc.) are composed of authorized MWR patrons and considered to be part of

14 Jun 2013

the overall MWR program. Activities, events, and services supported by the SIG should be self-sufficient and low-risk in nature. User fees may be charged to cover associated SIG costs. SIG membership is limited to authorized MWR activity patrons.

b. MWR support for SIGs, both financial and logistical, should be carefully monitored. Attention should be paid to ensure that subsidization by the MWR Fund is appropriate for the population being served. The activities of special interest groups should be monitored to ensure that they are in keeping with the objectives of the sponsoring MWR program.

c. SIG insurance coverage is addressed in reference (b).

d. SIGS, for purposes of this instruction, are informal groups of individuals who are mainly interested in pursuing recreational activities that augment the total MWR program. Whether the individuals in the SIG assume a name to give the appearance that they are a Non-Federal Entity (NFE) or whether members of SIG are also members of an NFE, the SIG is not considered a Non-Federal Entity or a Private Organization when it is operating as a SIG. Both NFEs and Private Organizations are addressed in Chapter 4.

107. Tobacco/Smoking Policy. Per reference (c), smoke-free Department of the Navy (DON) facilities shall be established to protect all DON civilian and military personnel and members of the public from health hazards caused by exposure to tobacco smoke. Accordingly, the following tobacco/smoking policy is effective for all MWR activities:

a. Basic Tobacco Use Policy. Smoking, including the use of smokeless tobacco products, is prohibited in all MWR activities and facilities, except in designated enclosed "smoking areas." The operation of "smoking permitted" MWR activities and facilities is prohibited.

(1) For MWR Patrons. The selection and establishment of designated "smoking areas" will not be based upon the convenience of smokers, but upon those factors which prevent involuntary exposure to tobacco smoke and pollution of surrounding areas. Where conflicts arise between the rights of nonsmokers and the rights of smokers, the rights of nonsmokers to a smoke-free airspace shall prevail.

(a) An indoor designated "smoking area" is an enclosed area within a MWR facility maintained under negative

14 Jun 2013

pressure sufficient to contain tobacco smoke in the designated area with a system to exhaust smoke directly to the outside away from air intakes. MWR employees shall not be required to enter a designated "smoking area" while in use by smokers.

(b) An outdoor designated "smoking area" is defined as a separate smoking area at an outdoor MWR activity or facility, as appropriate, to protect personnel from involuntary exposure to tobacco smoke.

(2) For MWR Employees. Outdoor smoking areas shall be designated, when possible, to be reasonably accessible to MWR employees and provide a measure of protection from the elements. Smoke-break areas for employees shall be outdoors and away from common points of egress of the MWR facility and not in front of building air intake ducts. Per reference (c), the distance from building entry/egress ways, which smokers must maintain, is to be determined by the Installation CO and must be at least 50 feet from any building entrance. This policy does not require that NAF be used to provide sheltered outdoor smoking areas.

b. Review by Installation Environmental Engineer. The establishment of designated "smoking areas" is prohibited unless authorized by the Installation CO following a review of the ventilation system plans and site visit by the environmental engineer.

c. Use of Tobacco Products in MWR Vehicles and Enclosed Spaces of Boats. Use of tobacco products in MWR vehicles and enclosed spaces of motorboats and sailing craft is prohibited.

d. Promotional Programs

(1) Navy components shall not participate with manufacturers or distributors of tobacco products in promotional programs, activities, or contests aimed primarily at Navy personnel, except as noted in reference (c). That policy does not prevent accepting support from these manufacturers or distributors for worthwhile programs benefiting Navy personnel when no advertised cooperation between the Navy and the manufacturer or distributor directly or indirectly identifying a tobacco product with the program is required. Nor does it prevent participation of Navy personnel in programs, activities, or contests approved by manufacturers or distributors of such products when participation is incidental to public usage.

14 Jun 2013

(2) MWR retail outlets will not enter into any merchandise display or promotion agreements, or exercise any options in existing agreements, that provide for any increase in total tobacco shelf-space. This provision does not prohibit coupons or incentives that allocate tobacco shelf-space among brands so long as total tobacco shelf-space is not increased.

(3) MWR retail outlets will not use self-service promotional displays outside of the principal tobacco display area or accept incentives to increase the total number of tobacco displays.

108. MWR Support for Navy Birthday Celebrations. REGCOMS/Installation COs who administer MWR programs ashore are permitted use of MWR NAFs to support one annual installation-wide Navy birthday celebration event. REGCOMS administering Region-wide single NAF funds ashore are also permitted to use limited MWR NAF to support one annual installation-wide Navy birthday celebration at each installation within the Region. Such Navy birthday celebrations where two or more installations hold a joint event are encouraged, subject to dollar limits described in this section below. REGCOMS/Installation COs shall comply with the following criteria:

a. The MWR department shall have a member on the Navy birthday event organizing committee.

b. The Navy birthday event committee is strongly encouraged to hold the event on base at an MWR facility. If sufficient MWR infrastructure does not exist to provide appropriate services for a large, infrequent base-wide event such as the Navy Ball, the event may be held off base. The local MWR activity should not specifically develop or maintain a food and beverage infrastructure just to host such an event.

c. Navy birthday celebration event coordinators are not authorized to solicit or accept unsolicited sponsorship for such events. Navy birthday celebrations such as Navy balls, Submarine balls, Construction Battalion (SEABEE) balls, etc., are not MWR events and are not eligible for support through MWR commercial sponsorship.

d. NAF support is limited to purchase of entertainment, decorations, and flower arrangements and is limited to the amounts as determined annually by CNIC HQ Support Services Center (N94). Decorations and flower arrangements are only reimbursed if the event is held in an MWR facility.

14 Jun 2013

Reimbursement is based on actual expenses incurred for authorized items, subject to the maximum limitations and not to exceed:

- (1) Event with less than 250 attendees - \$1,700
- (2) Event with 250 to 500 attendees - \$2,350
- (3) Event with over 500 attendees - \$3,000

e. Local MWR will have up to 60 days to post event expenses in the financial system and submit to CNIC HQ Fleet and Family Readiness Marketing and Multimedia Development (N94P) for reimbursement.

f. The local MWR organization should receive appropriate recognition for support provided to the event.

g. MWR shall submit the request to CNIC HQ (N94P) with the following items in the request:

- (1) Information about the event, to include the date, location, and number of attendees.
- (2) Number of attendees at previous year's celebration.
- (3) Purpose and corresponding costs for each expense category for which MWR NAFs were used.
- (4) Company code/fund number to be reimbursed.

109. Raffles and Monte Carlo Programs. Reference (a) prohibits forms of gambling that involve collection of money and distribution of a prize by chance except for raffles and Monte Carlo as discussed below. Bingo and gaming devices are addressed in significant detail in Chapters 22 and 23.

a. Raffles. As an exception to the general prohibition mentioned above concerning gambling activities and in accordance with reference (a), raffles may be conducted on those installations within the United States, its territories, and possessions that are federal exclusive legislative jurisdictions. OGC or JAG attorneys can assist in determining the legislative jurisdiction of an installation. They may also be conducted on installations where the legislative jurisdiction is other than Federal exclusive if such games of chance are

14 Jun 2013

allowed under local, State, territory, or possession law.

Raffles are subject to the following conditions:

(1) All raffles will comply with applicable Federal laws (e.g., 18 U.S.C. §1301).

(2) Raffles may be conducted at installations in foreign countries when not prohibited by host-country laws or agreements.

(3) Legal review of all proposals for legal sufficiency for the conduct of raffles is required.

(4) Raffle promotions, sale of raffle tickets, and award of prizes will take place on the sponsoring installation. Participation of local national personnel is prohibited.

(5) REGCOMs/Installation COs may establish prize amount limits for all raffles as appropriate. REGCOMs/Installation COs must be sensitive to local community perception and use proper judgment regarding the type and size of raffle prizes awarded.

(6) Raffles will be structured to at least cover costs of conducting the raffle.

(7) Raffle tickets will clearly state the maximum number of tickets offered for sale in the raffle.

(8) Playing of raffles may be included in MWR advertisements. In accordance with 18 U.S.C. §1307, distribution of such advertising material may be made through the U.S. Postal Service when the playing of raffles is authorized (or not otherwise prohibited) by the State in which it is conducted.

(9) Before receiving any raffle prize in excess of \$600, raffle winners will provide their name, social security number, and address before receiving the prize. A W-2G will be issued for each prize awarded where the value of the prize is \$600 or more, and winnings are at least 300 times the amount of the wager. When the winner is a sponsored guest, the sponsor's name will also be recorded.

b. Monte Carlo. Monte Carlo is a scheduled MWR event that provides games and activities (including Texas Hold'em) played exclusively for entertainment that do not provide any monetary gain in the form of legal tender to the participant. This does

14 Jun 2013

not preclude the award of prizes (non-monetary). Once a patron purchases the necessary instrument (tickets, chits, or chips) to participate in the available games and activities, no reimbursement may be made for unused or accumulated instruments. In the United States, Monte Carlo games shall conform to State and local requirements unless these events are played at installations under exclusive Federal jurisdiction. The provisions of any applicable international agreements govern gaming at overseas locations.

c. Tax Reporting and Record Keeping. MWR will maintain detailed financial records of raffles, Monte Carlo, bingo prizes, and gaming machines. See Chapters 22 and 23 for IRS reporting requirements for game winnings. Reference (d), Volume 13, Chapter 7 applies.

110. Amusement Machines. The administration and management of amusement machine programs are the responsibility of the local MWR activity. Standards established for MWR entertainment programs and events contained in Chapter 25 shall apply to amusement machine games. Guidance for reviewing the adequacy of controls over this source of revenue is found in reference (e).

a. Procurement of amusement machines with Appropriated Fund (APF) is not authorized. Procurement of amusement machines with NAF is authorized and will be conducted on a competitive basis according to reference (e). Contracting among area MWR activities to effect efficiencies is encouraged.

b. A contractual agreement under which a contractor installs, maintains, and services machines for a percentage of the income generated is the easiest way of obtaining amusement machines. Such arrangements are normally preferable to outright purchase and permits rotation of games to maintain patron interest. All lease arrangements will be treated as contracts under reference (e).

c. All contracts awarded on behalf of an MWR fund will provide for payment of income generated by each machine directly to the MWR activity where the machine is located.

111. Marketing Promotions

a. MWR activities are authorized to distribute promotional coupons for free or reduced price use of activities and equipment, events, and free or reduced price food or merchandise (alcoholic beverages and tobacco products excluded).

14 Jun 2013

b. Promotions conducted by MWR activities to generate patron response and sales are permissible, provided all authorized patrons are eligible and invited to participate. Expenses generated are proper charges to advertising and promotions. Inventory and other documentation must be maintained to adequately account for all expenditures. Inside promotions may include, but are not limited to the following:

- (1) Hors d'oeuvres, canapés, or snacks at special promotions or similar functions.
- (2) Reduced food and Beverage Prices at special promotions. (Note: alcoholic beverages are excluded from reduced pricing during special promotions.)
- (3) Free coffee and tea breaks.
- (4) Free rental of recreation equipment, round of golf, line of bowling, dinners at the "club" or other consumable presented to authorized patrons on birthdays or special occasions.
- (5) Souvenirs or mementos given on special occasions such as Independence Day, Navy Day, and other similar dates.
- (6) Tournaments or contests with prizes to winners.
- (7) Coupon distribution for promotional events, golf, bowling, food or merchandise, free or at a reduced price.
- (8) Free soft drinks and reduced meal coupons as part of the "Designated Driver Program."
- (9) Door prizes at MWR special events.

c. Distilled spirits products will not be provided as prizes, gifts, or included with free dinners.

d. The giving away of a free prize, for which "no purchase is required" is permitted. Random giveaway promotions, such as membership cards and door prize drawings at MWR food and beverage facilities must conform to local laws when not offered at an installation under exclusive U.S. jurisdiction. Overseas, the provisions contained in international and Status of Forces Agreements apply.

14 Jun 2013

112. Awards and Prizes. Awards and prizes may be given to authorized patrons who participant in MWR programs. These are generally presented for achievement, proficiency, or skill, but may also be provided for event participation. NAF shall be budgeted for the purchase of awards and non-cash prizes. The following categories of awards and prizes are authorized:

a. Sports Recognition Awards. These may include trophies, plaques, medals, and achievement certificates, routinely awarded to individuals and teams participating in MWR sporting events, tournaments, and league competitions.

b. Merchandise and Services. These may include sports, fitness, and recreation merchandise, as well as recreation and health promotion programs and services. The cost of these prizes shall not exceed \$25 per individual item. Procurement of these prizes from the local MWR organization or NEX is encouraged.

c. Gift Certificates/Cards. These gift items are redeemable for merchandise, programs, or services. There is no option for cash back. Face value of the gift certificate/card, budgeted as program expense, shall not exceed \$25 per individual prize. Use of MWR or NEX gift certificates/cards is appropriate.

d. Cash Prizes. These prizes include cash, savings bonds, and gift certificates/cards valued at more than \$25. However, cash prizes are not a budgeted NAF expense and are only authorized when they are fully funded from one or both of the following sources:

(1) Entry Fees. Cash prizes may be funded through the collection of participant fees for a particular activity or event. Entry fee income, including amounts for awards and prizes, must be properly recorded and auditable.

(2) Commercial Sponsorship. The cost of providing cash prizes may also be offset through a commercial sponsorship agreement, executed between the MWR activity and the commercial sponsor.

113. Use of Official Mail

a. Official Correspondence. MWR may use official mailings on a non-reimbursable basis only to conduct official business concerning matters of Navy Department administration, such as

14 Jun 2013

reports and correspondence regarding regulations, policies, practices, etc. Specific policy and guidance related to MWR's use of official mail postage paid indicia are contained in reference (f).

b. Unofficial Correspondence. The cost of mailing correspondence relating to procurement of goods for resale, collection of NAFI income and other unofficial matters will be paid for with NAF.

114. Safety. References (g) and (h) provide policy and assign responsibility for the DoN safety, mishap prevention, occupational health, and fire protection programs. An aggressive safety program shall be in effect for MWR activities to alert personnel to hazards involved in use of certain materials. Such actions should include, but are not limited to, emphasis on the proper handling and storage of hazardous materials and should be made an integral part of all orientation briefings for newly assigned/employed personnel.

a. Safety inspections of MWR organization facilities shall be performed on a regular basis to ensure that all MWR property, equipment, fixtures, and vehicles are operating properly. Commander, Naval Safety Center (COMNAVSAFECEN) is a valuable resource to help optimize locally developed MWR safety programs. REGCOMs/Installation COs may request on-site safety assessments of local MWR programs, recommended every four years for aquatics, marinas and auto skills centers, from the COMNAVSAFECEN Recreation and Off-Duty Safety Program Manager.

b. Reference (h) requires each installation to designate a Recreation, Athletics, Home and Safety Program manager. Each MWR organization will institute its own safety program and participate in the installation's safety program.

115. Self-Insurance Program. CNIC maintains a centrally-funded self-insurance program for NAF property and liability coverage associated with MWR programs and events. Specific policies and claims submission procedures are in reference (b).

116. Training

a. Fleet and Family Readiness (FFR) Training CNIC HQ FFR Training (N947) provides standardized curriculum for Service, Leadership, Sales, Navy FFR Business skills, and Program-specific technical skills for all personnel associated with FFR. FFR learning events may be conducted at local installations or

14 Jun 2013

virtually upon official request by an Installation CO, MWR director/site manager, or region FFR representative/training coordinator. An FFR Training catalog is available on the CNIC Gateway 2.0:

<https://g2.cnic.navy.mil/tscnichq/N9/N94/N947/Shared%20Documents/Forms/Active%20Documents.aspx>

b. Use of FFR Training CNIC HQ (N947) standardized curriculum is strongly recommended in order to ensure consistent enterprise-wide delivery of customer-driven MWR programs and services.

117. Professional Organizations. MWR organizational membership in professional organizations that contribute to the fulfillment of the MWR activity's mission is authorized. Payment for individual membership fees for employees of NAF activities is authorized, provided the position description of the individual employee specifically states that the incumbent must be a member of the particular professional association. In such instances, the type of funding (NAF or APF) that funds the employees pay will also fund the professional organization membership fees.

118. Recruiting, Training, and Accepting Volunteer Services

a. References (i) and (j) provide broad guidance and authorize DoD components to recruit, train, and accept services of volunteers in support of family support programs, child and youth programs, library and education programs, and all other MWR programs. The following guidance further clarifies the accepted use of volunteers in Navy MWR programs:

(1) Navy NAF activities may recruit and accept volunteers to assist in and augment existing programs and services or to provide a special or trial program or service that does not currently exist within the MWR organization, with REGCOM or Installation CO approval.

(2) MWR volunteers must undergo background investigations depending on the type of service they will be performing. Background investigations must be returned with a "favorable determination" in order for the volunteer to perform services involving children or privacy sensitive material and/or which require access to Navy information technology systems. Volunteers whose background investigations are returned with "no determination made" may not perform services involving children, privacy sensitive material and may not gain access to Navy

14 Jun 2013

information technology systems. Background investigations with "no determination made", for other positions, shall be returned to the REGCOM or Installation CO for review and final determination of acceptance.

(3) Acceptance of Volunteer Services. In addition to completing the Volunteer Agreement, volunteers must fill out and sign a Navy Volunteer Service Acknowledgement. MWR Program Managers do not have independent authority to accept volunteer services. REGCOMs or Installation COs have volunteer acceptance authority.

(4) When volunteers have a verified requirement for access to DoD computers/networks and they do not have a DoD Common Access Card (CAC), commands may obtain a volunteer access card for those identified individuals.

(5) Navy Volunteer Service Acknowledgement serves as the command's and the volunteer's record of volunteer service. This record will be retained per guidance set in references (i) and (j).

(6) Volunteers are not authorized salary, wages, or any form of compensation for services they provide, except for command approved reimbursement of incidental expenses incurred as a result of providing the voluntary service.

(7) Prior to accepting volunteer services from an individual, the command will inform the prospective volunteer of authorized reimbursable incidental expenses, as determined locally and in conjunction with references (i) and (j).

(8) Volunteers shall be provided with a clear, written description of the duties and scope of responsibilities to be performed including the beginning and ending date of volunteer service.

(9) Recognition. Local commands will establish a system to formally or informally recognize and reward volunteer contributions. Awards are limited to letters, certificates, or items of a non-monetary nature whose value does not exceed that which is set by the REGCOM or Installation CO.

(10) Accidents Involving Volunteers. Local commands will follow standard DON employee procedures when investigating or adjudicating accidents and mishaps involving volunteers.

b. Special Circumstances

(1) Information, Tickets and Travel (ITT), Tour Escorts and Drivers. To avoid the perception of favoritism or conflict of interest when selecting volunteers to act as ITT tour escorts or drivers, family members (e.g., spouse, children and parents) of MWR staff are not authorized to volunteer. When no other qualified personnel are available for a specific tour, an exception may be made for that tour so long as the local SJA or OGC attorney provides written concurrence that no other qualified volunteers are available and endorses the acceptance of the volunteer service of an MWR staff family member. SJA or OGC concurrence is required for each special occurrence.

(2) Volunteer Hosts at Marinas, Campgrounds, and Parks

(a) Volunteer hosts at MWR operated marinas, campgrounds and parks must furnish their own on-site lodging, and contribute a specific amount of time to serve as resident volunteer host at the MWR operated facility to which assigned.

(b) Volunteer hosts may be provided a boat slip or campsite, usually near the main entryway to the facility, or another conspicuous location which is readily noticeable and available to patrons. Regular mooring or camping time limits and fees may be waived for volunteer hosts. When available, utility hookups may also be furnished at no cost to the volunteer host. Additionally, volunteer hosts may be provided radios or cell phones and a utility vehicle for performing their official duties.

(c) In accordance with the provisions of reference (i) and (j), the value/cost of the boat slip, campsite, recreational vehicle site, and utilities provided to a volunteer host are not considered wages or compensation-in-kind, and should not be reported as taxable income.

119. Copyrighted Sound and Video Recordings

a. Per reference (k), Navy policy does not condone, facilitate, or permit unlicensed public performance or unlawful reproduction for private or personal use of copyrighted sound or video recordings, using Government appropriated or NAF purchased or leased equipment or facilities. The rights of copyright owners are observed by establishing specific guidelines for the use of copyrighted works. Permission to use their materials without fee may be requested from the copyright owners.

b. Within DON, displays or performances on-board ship, in bachelor officer or bachelor enlisted quarters, day rooms, barracks, general messes, and in isolated areas or deployed areas are not considered "Public" so long as the performances or displays are made without any purpose of direct or indirect commercial advantage and without charge to the recipients.

c. MWR activities are considered public places for the purpose of using sound and video recordings. Licensed public performance of copyrighted sound or video recordings is authorized in MWR activities. The distributor providing the recording must provide MWR with a written statement that a license is held from copyright holders for exhibition in public facilities.

d. The Navy Motion Picture Service, CNIC HQ (N923), is the only authorized source for motion pictures (either film or videotape format) shown in public settings at Navy activities. Failure to comply with reference (n) may place the Navy in violation of Federal copyright laws and existing contractual agreements between the Navy and movie distributors.

120. Satellite and Cable TV Reception Overseas. Per reference (o), sections C10.1.1 and C10.1.2, the American Forces Radio and Television Service (AFRTS) is the only source authorized to negotiate for, procure, and distribute commercial and Public Broadcasting Service programming to U.S. forces overseas. Requests to bring commercial radio and television broadcasting service to U.S. forces overseas via non-AFRTS satellite receiving stations and/or cable and wireless cable distribution systems must be approved by AFRTS. Per reference (l), section C10.3.3, Navy inquiries and proposals shall be routed from Combatant Commands through AFRTS to the Defense Media Activity for approval.

121. Recyclable Materials Program

a. Recycling is not an MWR program. Recycling is an APF responsibility. Use of MWR NAF to subsidize non-MWR programs like recycling is prohibited. Reference (m) provides Navy guidance for establishing and operating a qualified recycling program.

b. However, Region MWR activities may provide manpower and support services to maintain collection, accounting, and other program management functions. Prior to undertaking support to a

14 Jun 2013

recycling program, a Memorandum of Understanding will be established between MWR and the Naval Facilities Engineering Command (NAVFAC) that clearly identifies responsibilities, to include reimbursement of any cost incurred by MWR including a minimum surcharge of ten percent. However, the surcharge should not exceed the amount normally charged by region NAVFAC working capital funds to cover manpower and administrative costs required to provide such services.

c. At least 50 percent and up to 100 percent of the net proceeds from the sale of recyclable solid wastes can be distributed to the local MWR activity supporting military MWR activities.

122. Retention and Disposal of Records

a. Retention

(1) General correspondence, reports, minutes of official meetings including advisory groups, inspection reports and other correspondence relating to administration, management, and operation will be retained for a minimum period of three years.

(2) All records relating to financial administration, including financial statements and reports, check books, journals, vouchers, balance sheets, and other books and records of accounts shall be retained for three years.

(3) Information concerning the retention of records pertaining to personnel and payroll is contained in reference (q).

b. Disposal. The disposal of all general correspondence and financial records will be per reference (n).

123. Use of Photographs, Audiotape or Videotape for Commercial Use. MWR activities must be sensitive to the commercial use of photographs, and audio and video tapes of individuals. Local MWR operations should obtain permission from an individual if their likeness will be used for commercial purposes.

a. Sample document must be signed before a likeness of an individual may be used as part of an effort to solicit future business. Likenesses used in advertisements to promote future business require consent from any identifiable individual in a photograph, audiotape, or videotape.

14 Jun 2013

b. Photographs or audio and video material taken for use in publications meant for an internal audience which are used to show events that have already taken place do not require the use of consent document. For example, if photographs are used in support of a news article telling about an event that has taken place, no consent form is needed.

c. MWR activities are responsible for obtaining signed releases if there is potential for interfering with an individual's right to privacy. Unintentional conflict can be avoided by the following:

(1) Obtain a release form, even if it is initially intended only to use the individual's image for newsworthy purposes. In this case, the individual's photograph, voice or video picture may be used in the future for other trade or commercial uses.

(2) For children and youth under the age of 18, the release must be approved and signed by a parent or legal guardian.

(3) Caption should accurately reflect the purpose of the photograph, audio, or videotapes.

(4) Cropping a photograph should not alter the context in which the photograph was taken.

(5) Signed releases are required when using photographs in revenue-generated advertisement and promotional ads.

124. Program Resources. MWR program resources are located at the following web-sites:

Navy MWR Web site

<http://www.navymwr.org/resources/>

CNIC G2 N92 Web page/MWR Program Standards

<https://g2.cnic.navy.mil/tscnichq/N9/N92/MWR%20Program%20Standards/Forms/AllItems.aspx>

CNIC G2 N92 Web page/Sample Checklists and Forms

<https://g2.cnic.navy.mil/TSCNICHQ/N9/N92/Operation%20of%20Morale%20Welfare%20and%20Recreation%20Program/Forms/AllItems.aspx>

Chapter 2

FINANCIAL MANAGEMENT

- Ref: (a) NAVSO P-1000, Department of the Navy (DON) Financial Management Policy Manual
(b) DoD Instruction 1015.10 of 6 July 2009
(c) DoD Instruction 1015.15 of 31 October 2007
(d) DoD Directive 1401.03 of 23 April 2008
(e) BUPERSINST 7510.1B
(f) SECNAVINST 5040.3A
(g) DoD 7000.14-R, Volume 13, of October 2011
(h) DoD 1015.8-R of November 1985
(i) BUPERSINST 12990.1A
(j) CNICINST 1710.2
(k) DoD 7000.14-R, Volume 5, of March 2012
(l) CNICINST 5300.2
(m) OPNAVINST 1750.1G
(n) ASN (FM&C) memo, "Implementation of Uniform Funding and Management (UFM) of Morale, Welfare and Recreation", of 12 October 04
(o) CNICINST 7043.1
(p) CNICINST 7010.1
(q) OPNAVINST 5000.52B
(r) CNICINST 7040.1
(s) BUPERSINST 7200.2A
(t) SECNAVINST 7510.7F
(u) DoD Directive 5134.01 of 1 April 2008

201. Responsibility for Funds. The basic policies governing funding and management of local morale, welfare and recreation (MWR) programs are as follows:

a. Depending upon the nature of specific MWR activities, some will be operated and maintained wholly or predominately with appropriated funds (APF). Others will be operated and maintained wholly or predominately with non-appropriated funds (NAF). Specific expense element authorizations are outlined in references (a) and (b).

b. MWR activities will comply with policies and procedures defined in references throughout this instruction and other policies and procedures issued by CNIC HQ Fleet & Family Readiness (N9), the designated program manager. Funds generated by or entrusted to a MWR fund will be properly expended, accurately accounted for and safeguarded. Controls must be instituted to guard against the misuse of such funds.

c. MWR activities will not be operated for the financial profit of any individual, group, or combination of persons. No individual will have any financial interest or right to any property used, acquired or held in the operation of an MWR activity.

d. The proceeds of MWR NAF accrue only to benefit those military personnel, their family members and other authorized personnel through operation of MWR facilities, programs and services.

e. Funds in excess of routine operational needs will be prudently used to improve/expand local MWR programs as validated by REGCOMs and Installation COs in long-range MWR master plans.

f. Maximum APF support is encouraged and allowable per references (a), (b) and (c).

202. Fiduciary Responsibility

a. NAFs are Government funds entitled to the same protection as funds of the U.S. Treasury.

b. NAFs are designated for the benefit of authorized patrons and the mission of the NAF activity. Per reference (c), there is an individual fiduciary responsibility for properly using NAF and preventing waste, loss, or unauthorized use.

c. Reporting of suspected violations at the lowest organizational level is encouraged. However, reports may be made to senior management, organizational inspectors general, Department of Navy (DON) Hotline, or to the Department of Defense (DoD) Hotline. REGCOMs/Installation COs are responsible for prompt detection, proper investigation, and appropriate corrective action.

d. Reference (d) is applicable to NAF employees and employers and contains protections and responsibilities in NAF whistleblower cases.

e. REGCOMs/Installation COs will take appropriate action against current and former personnel responsible for violations. In cases of serious criminal misconduct, REGCOMs/Installation COs will refer the matter to the appropriate defense criminal investigative organization for investigation and potential referral to judicial authorities. Penalties for substantial

14 Jun 2013

violations of regulations governing the management and use of NAF by civilian employees, whether the employee is paid with NAF or APF, shall be the same as provided by law and regulation for misuse of APF by civilian employees of the DoD. Violations by personnel subject to the Uniform Code of Military Justice (UCMJ) are punishable under 10 U.S.C § 47.

203. Audits and Reviews. Responsibilities and procedures for conducting audits and/or reviews are identified in references (e) and (f).

204. Support of Tenant Activities. Per references (b) and (c), all DoD component organizations or units located on an installation will be provided MWR program and facility use privileges comparable to what is granted to organizations or units of the supporting component on the installation.

a. All Navy commands located at an installation of another service shall participate in the host command's MWR services and adhere to the host installation recreation unit fund policies. Duplication of NAF services or funds is not authorized. Navy organizations tenanted on installations of other Services will not establish separate MWR funds without prior approval from CNIC.

b. All personnel of tenant organizations or units will have the opportunity to participate in MWR programs, to obtain membership in MWR activities, if applicable, and when DoD component policies provide for distribution to be made on this basis, to be counted for purposes of distributing NAFs. Tenant organizations or units on an installation will not establish individual MWR funds or bank accounts.

205. Unit Recreation Funds. A unit is considered to be participating in a MWR fund when it is officially located or tenanted under the jurisdiction of a host installation. Ships, with or without ship's stores, home ported or attached to an installation are not entitled to be participating units of the local MWR fund ashore.

a. REGCOMs/Installation COs operating MWR funds are to make unit recreation funds available to tenant commanders for use in financing special expenditures in support of participating members/units of their command. Unit recreation funds primarily provide REGCOMs/Installation COs and Officers in Charge (OIC) a source of NAF to enhance unit identity and cohesion. Although these funds are recreational in nature, they should not be used

14 Jun 2013

solely for parties and picnics. Funds may also be used to purchase emblematic, recognition, and reception related items for advancement, award and reenlistment ceremonies. While purchase of alcoholic beverages with unit recreation funds is authorized, it is not encouraged.

b. A command's annual unit recreation fund allocation is calculated at a standard rate of \$10 per assigned military member per year. Only those active duty military personnel who have been assigned or attached to a command for 30 days or more will be eligible for credit and support. Mobile units are eligible for such support only for the period during which the unit participates as a member of the MWR fund. Expenditures by participating units should be recreational in nature and in accordance with this instruction. REGCOMs/Installation COs or OIC of tenant commands should request funds in writing from the region/installation MWR program manager, along with a listing of all assigned military members. Funds can be requested quarterly.

c. Participating REGCOMs/Installation COs/OICs of units should use the food and beverage and recreation services of the host command to the maximum extent practicable.

d. Commitment of funds by REGCOMs/Installation COs/OICs occurs after they have requested authority to obligate the funds from the appropriate MWR fund and are issued a purchase order. When a purchase order is impractical, a check may be issued to the participating unit commander or OIC. In such cases, vendor receipts matching the unit fund expenditures will be given to the MWR program manager as a record of expenditure. Any unexpended balance will be returned to the account for that particular organization. The receiving commander or OIC must assure expenditures are made per this instruction.

e. Unexpended balances of unit recreation funds will not be carried over to succeeding fiscal years, except for the funds generated as authorized in section 205, paragraph g below. Funds accrued by a participating unit, including any occasional funds generated as outlined in section 205, paragraph g, will not be transferred to any other MWR fund in the event the unit is relocated or disestablished.

f. A member unit of an MWR fund will not maintain a separate bank account, MWR fund, or MWR property account.

14 Jun 2013

g. Subject to concurrence by the Installation CO, tenant activities may conduct occasional fundraisers (not daily or weekly) to supplement unit recreation funds. These occasional activities must be conducted during meal periods only at the work site. Additional funds generated must be deposited in the base MWR Fund for credit to the generating unit.

206. MWR Fund Financial Management. MWR fund activities will comply with financial and accounting policies/procedures in reference (g), this instruction and other financial management policies, procedures and memoranda issued by CNIC HQ. See reference (c) for guidance concerning authorized APF support for MWR programs.

207. Administration of MWR Funds

a. Military MWR Funds. Local military MWR funds may service individual ships, stations or other independent activities, or may provide MWR support to multiple commands or activities that share a basic set of MWR facilities. Only one military MWR fund will be established to administer the MWR NAFs and programs for the entire community supported. Authority to establish a military MWR fund for Navy must be obtained from CNIC HQ (N9).

b. Civilian MWR Funds. A local civilian MWR fund is an organizational entity that functions as a Civilian Nonappropriated Fund Instrumentality (CNAFI) to support MWR programs for DoD civilian employees, as authorized by reference (h). Regulations, policies and procedures governing the operation of Navy civilian MWR activities are contained in reference (i). The REGCOMs/ Installation COs should determine if a CNAFI is needed and in the best interest of the command. When military MWR programs can accommodate both the military and DoD civilian communities, the installation CO should consider consolidating the civilian MWR fund into the military MWR fund.

208. MWR Categories. MWR activities are defined in reference (b) and APF funding authorization is provided in reference (c). The three MWR categories are:

a. Category A: Mission Sustaining Activities. This category contains those activities that are considered most important for the morale and well-being of the military member. Fees are not usually charged to active duty or reserve members for using activities in this category therefore limited revenues are generated. Category A MWR programs should be supported

14 Jun 2013

primarily with APF and are authorized APF at a level of 100 percent (minimum 85 percent) of total program costs. Certain costs that must be paid with NAF are detailed in references (a) and (c).

b. Category B: Basic Community Support Activities. Category B activities contribute to the mission and are capable of generating some revenue. These programs satisfy the basic physiological and psychological needs of Service members and families, providing, to the extent possible, a community support system that makes Navy installations temporary hometowns for a mobile Navy population. Category B MWR programs are authorized use of APF at a minimum level of 65 percent of total direct program costs.

c. Category C: Business Activities. Category C activities have the highest capability of generating revenue through the sale of goods and services to authorized patrons. MWR Category C activities include bowling centers (17 lanes or more), golf, food and beverage outlets, and marinas. Business activities receive only limited, indirect APF support.

209. Remote and Isolated (R&I) Locations. APF support for MWR Category C programs at remote and isolated installations is authorized as follows:

a. Installations included on the "remote and isolated" list must have special circumstances that genuinely require authorization for additional APF assistance to continue operating their MWR Category C programs. Designated installations are authorized the same type and level of APF funding support for their MWR Category C programs as is authorized for Category B programs. This exemption is allowed because these locations are isolated and/or exceptional due to conditions described by DoD policy.

b. Major factors in evaluating potential candidates for remote and isolated status are the installation's financial capability, performance, and degree of assistance provided by major commands. Other factors that may assist in evaluating the installation as a R&I location include extenuating circumstances that may seriously hinder operation of the installation's Category C programs. These may include:

(1) Special security conditions, such as continued threat of civil disorder, political unrest, criminal activity,

14 Jun 2013

or terrorist attack that prevent authorized personnel from using on and off-base recreation facilities.

(2) Significant currency fluctuation that greatly affects the cost of all goods and services purchased on the local economy, including MWR.

(3) Extreme climatic or environmental conditions that routinely and for extended periods prevent the use of off-base recreational activities.

(4) Short Tour Location. Described as follows:

(1) Assignment to locations for less than 36 months accompanied or 25 months unaccompanied.

(2) Short tour locations established in recognition of community support, family separation, environmental, cultural, mission, or other factors.

(3) Conditions at short tour locations that are judged to create enough of a hardship on the military member that a reduced tour length is appropriate.

(5) Geographic Separation. Installations that are geographically separated are defined as sites with less than 3,000 active duty military assigned and at least one hour commuting time (during normal driving conditions) from a community (or other military installation) that has three or more different Category C type programs, with one or more of these activities being a bowling center, golf course, or marina.

(6) Significant cultural differences.

c. Documentation in support of an installation's designation as "remote and isolated" must be submitted to the Assistant Secretary of Defense (Force Management Policy) [ASD (FMP)] via the chain of command.

210. Use of NAF/APF for Internet Connectivity

a. The use of NAF and APF for internet connectivity is dependent on the MWR program that is using the internet. When the objective of internet connectivity is to provide a service and generate revenue (such as a Cyber Cafe), then NAF must be used.

14 Jun 2013

b. For MWR Category A and Category B programs, APF should be used, if available. When APF is used to purchase hardware or software to provide internet services, MWR may charge for internet usage in MWR Category A and B activities as long as the charges are for direct support costs and do not generate revenue.

c. User fees should be reasonable and competitive with similar internet fees charged in the local civilian community. Some contractors can provide personal computer and internet connection/software for a percentage of the income. This concept can be used in MWR Category A and B programs so long as the MWR portion of the income does not exceed what is required to support the function. When NAF is used to pay for hardware/software and associated support costs, then charges can exceed direct support costs regardless of MWR program category.

211. MWR Revenue. Fees and charges may be levied for activities in all MWR categories to help offset the cost of these programs. When established, fees should offer a reasonable discount from comparable off base activities. Similar fee structures are encouraged at installations within the same region. Fees for MWR Category C programs should cover operating costs, contribute to equipment replacement, help fund other MWR programs, and provide a reasonable discount from comparable off-base facilities/programs. When practical, a basic program of recreation activities should be free so that no person is denied the opportunity to participate in some kind of activity due to a lack of funds. As a general guide:

a. Not all individual MWR activities are intended to be profit generating, although certain activities are required to generate a profit. The MWR program manger should establish financial objectives for each MWR activity through the annual MWR NAF budget submission process. Once the budget is approved by the REGCOM/Installation CO, these financial objectives should be the standards by which MWR activities are evaluated.

b. Patron charges for programs should be governed by the need to meet the operating cost of providing a varied and balanced MWR program, including NAF costs for staff, maintenance, replacement of equipment, and other overhead.

c. Fees established for activities of a highly specialized nature involving limited interest and participation should be sufficient to offset the costs of the operation, including

14 Jun 2013

acquisition cost of the equipment and operation or maintenance cost.

d. Some Navy installations have been granted specific approval to extend patronage to the general public for limited use of selected Category C MWR activities, under the provisions of reference (b). Fees should be established for use of MWR Category C programs by these civilian groups at a rate higher than that charged for primary patrons to cover all operating and overhead expenses associated with participation in order to preclude subsidization of civilian interests by the military population.

e. Reference (b) provides that fees may be established for recreation rental equipment originally obtained with APF at a level to offset NAF costs associated with management and maintenance of the equipment.

f. There shall be no charges for Armed Forces personnel and their family members, Other Uniformed Services, and Armed Forces Retirees and their family members to access MWR Category A fitness facilities, including fitness centers, gyms, indoor and outdoor courts and Category A fitness pools. Additionally, these personnel shall not be charged for lap swimming in Category B recreation swimming pools. The following pertains to general fees and charges for fitness:

(1) There will be no fees or charges for active duty members, including members of the Reserve Components, for participation in any MWR group exercise and physical conditioning activities.

(2) There will be no fees or charges for checkout of sports equipment for participation in physical conditioning activities, to include intramural sports and command events.

(3) As a general policy, fees and charges for Category A fitness activities are not authorized. However, fees for participation in services and events above published program standards are authorized (e.g., massage, martial arts classes, etc.). The fee charged must be limited to the amount necessary to recoup any and all additional costs incurred in order to provide the activity. Contracted services shall not be paid with appropriated funds (e.g., Uniform Funding Management (UFM)).

14 Jun 2013

g. As a general policy, fees and charges should be applied to improve the program, provide services which could not otherwise be offered, and provide for recapitalization needs.

h. Rental fees should amortize the NAF cost of equipment and/or maintenance requirements, as well as replacement costs.

i. The overhead costs which result from collection of fees and charges should be carefully considered before fees and charges are authorized.

j. When fees are established for groups within specific patron categories, no one should be exempt from payment. Each individual should be charged the established fee for an equivalent amount of participation.

k. Fees for participation in MWR sponsored activities or services may not be paid directly to instructors or individuals providing the service. All such fees will be deposited in the MWR fund for subsequent payment to the instructor, in accordance with previous written agreement/contract between MWR and the instructor/individual.

212. MWR Red Flag System. MWR Funds are subject to review under the CNIC MWR Red Flag system. MWR NAFs and individual Category C activities should operate at least on a break-even net income basis. Per reference (j), Red Flag status exists when any of the following conditions exist:

- a. The MWR Fund operates with an overdrawn cash position.
- b. The MWR Fund has been operating with negative cash flow for six consecutive months.
- c. An installation Category C activity has a rolling negative cash flow of \$50,000 or more for a 12 month period.

213. Credit

- a. Commands are encouraged to accept patron use of major national credit cards in MWR facilities.
- b. Ordinarily, charges for private party contracts will be collected at the time of the function. If credit is extended for private parties, the sponsor will be billed within five business days after the party and payment will be collected within 30 calendar days. When accounts are not settled within

14 Jun 2013

the specified time frame, a late fee may be charged. This requirement should be highlighted on the private party contract.

214. Petty Cash and Change Funds. Petty cash and change funds, authorized in writing by the Installation CO, may be maintained in amounts consistent with the needs of the MWR program and administered per reference (g).

a. The petty cash fund will be reviewed and reimbursed each month when expenditures exceed \$100. When expenditures are less than \$100, petty cash fund reimbursement is only required during the month that total expenditures exceed \$100, but not less than once per quarter.

b. Bingo program petty cash funds will be reimbursed not less than once each accounting month.

c. The accrual accounting principle of matching revenues and expenses to the month received or incurred applies to MWR transactions. At the end of the month, petty cash vouchers should be reimbursed, identified and recorded in the general ledger on an accrual journal voucher.

215. Check Cashing, Currency Conversion Services and Automated Teller Machines (ATMs)

a. The REGCOMs/Installation COs may authorize MWR to provide check cashing and foreign currency conversion services when determined to be of benefit to the Navy community.

b. References (g) and (k) prohibit DoD activities from engaging in retail banking operations. Operation and maintenance of ATMs are the responsibility of financial institutions authorized to provide on-base retail banking services. Proposals/requests to install ATM equipment in an MWR facility will be done in accordance with chapter 34 of reference (k).

216. Appropriate Use of MWR Funds. MWR NAFs shall be expended on official MWR programs and facilities on an equitable basis to help maintain a balanced, adequate MWR program, as follows:

a. Emphasis should be placed on MWR programs that benefit the greatest number of eligible patrons. A wide range of activities may be applicable if patron interest has been indicated and forthcoming.

14 Jun 2013

b. Support for special interest groups should be carefully monitored and only allowed with written permission of the installation CO.

c. Use of NAF for employee recognition and awards may be authorized in accordance with the policy contained in reference (1).

217. Ombudsmen Expense Reimbursement. Reference (m) provides policy and procedures, including APF support authorization, for implementation of the Navy Family Ombudsman Program and Command Family Ombudsman Programs. APF or locally generated NAF and/or unit allocations may be used to reimburse official expenses for ombudsmen. NAF support may occur under the following:

a. Reimbursement is authorized only when the ombudsman volunteer is working in an approved volunteer capacity.

b. Reimbursement must be budgeted for, available on an equitable basis for all ombudsmen, and approved by the Installation CO.

c. Ombudsmen must submit expense receipts for reimbursement to the Installation CO or designated representative.

d. REGCOMs/Installation COs are authorized to use MWR NAF in the amount of \$50 per ombudsman, not to exceed a total of \$500 per MWR fund per year, for recognition or appreciation events/awards. REGCOMs administering region-wide single MWR Funds are authorized to use MWR NAFs for such events/awards in the amount of \$50 per ombudsman, not to exceed a total of \$500 per installation per year, provided the installation had an MWR Fund participating in the Accounting and Information Management System (AIMS).

e. REGCOMs/Installation COs have the authority to install telephone lines and necessary telecommunication equipment in the private residences of individuals providing voluntary ombudsman services to the U.S. Armed Forces. This equipment would be available for official use in connection with the voluntary services provided. APF or locally generated NAF and/or unit allocations may be used for the installation of this equipment.

218. Uniform Funding Management (UFM) of MWR Programs. The Uniform Funding Management (UFM) practice is designed to aid in the timely execution of APF in support of Navy MWR programs.

14 Jun 2013

This practice allows APF available for MWR programs to be treated as NAF and expended in accordance with laws applicable to NAF. Navy commanders and activities with MWR programs will implement UFM as outlined in reference (n) and as follows:

a. REGCOMs/Installation COs have a fiduciary responsibility for the APF and NAF resources that support Navy MWR programs. Total program cost will be accounted for through sound financial management practices.

b. In accordance with reference (g), individuals responsible for either the receipt or disbursement of APF will not be appointed as manager or custodian of NAF.

c. References (a), (b) and (c) outline the level of APF support authorized for MWR activities.

219. Prohibited Use of MWR NAF. The use of MWR funds is authorized only for purposes related to the official MWR program. MWR NAF shall not be used for non-MWR activities, facilities, or equipment or for groups not directly related to or sponsored by the MWR program. See reference (c) for general funding authorizations for NAFIs. In addition, MWR NAF may not be expended for the following:

a. Payment to military personnel for services rendered as an individual or as a member of a team, including OIC and members of their staffs, participating in authorized MWR events.

b. Payment to officers for work performed on MWR matters, while in their duty capacity. Consistent with the Dual Compensation Act, commissioned or warrant officers may not receive compensation from the MWR fund. This does not preclude payment to officers for officiating services or lessons provided for MWR in their off-duty time, per references (l) and (o).

c. Any construction, improvement, refurbishment of any Category A facility, except when funded through the UFM practice.

d. Payment to DoD civilians for work performed on MWR matters if they already hold a full-time job at another APF or NAF activity, except as provided per reference (l).

e. Any expense associated with command receptions or for expenses of similar functions incident to the official activation, deactivation or realignment of a command.

f. Construction, alteration or renovation of any facility or for procurement of any item of equipment not used primarily as an integral part of the MWR program.

g. Defraying operating expenses of dependent schools, or to pay tuition or fees incident thereto except as provided for in reference (1) for MWR NAF employees.

h. Support for aero or sky diving clubs.

i. Defraying general and administrative expenses (e.g., salaries, equipment, supplies, travel) in support of Navy general libraries, unless funded through the UFM process. Libraries may also be supplemented with MWR NAFs at the discretion of the REGCOM or ship Commanding Officer.

j. Subsidization of recycling programs.

k. Defraying or subsidizing any operational, personnel, or maintenance expenses for any non-MWR Program, e.g., station maintenance/custodial contracts, station dining hall, Fleet and Family Service Center, etc.

l. Support of religious programs.

m. Payment of instructors, tuition or purchase of books for off-duty, military education programs.

n. Recognition awards, incentive awards, rating badges, wing insignias, and similar items. Unit recreation fund allocations, including funds generated under authorized fund raising activities, may be used for emblematic, recognition, and reception related items for military advancement, award or reenlistment ceremonies as provided for in Section 205. NAF may be used for NAF civilian awards in accordance with reference (1).

o. Support of activities and programs that are not a part of the MWR mission.

p. Support of functions which are held primarily to accomplish public affairs or public relations objectives. Such functions include, but are not limited to, ship or command commissioning/decommissioning receptions/parties, air shows, or other open house events, beyond MWR's specifically authorized involvement in such events.

14 Jun 2013

q. Cash donations or cash expenditures for any charitable or fraternal groups or organizations (e.g., Navy Relief, American Red Cross, Combined Federal Campaign, Wounded Warriors).

r. Advancement of pay to employees.

s. Purchase of personal clothing for non-MWR program related purposes.

t. Defraying or subsidizing the cost of installation, maintenance, operation, or subscription of satellite/cable-fed television or internet services for individual or family quarters, or at any other non-MWR related facility or location. Use of NAFs to subscribe to satellite or cable television and intranet services is authorized in MWR facilities.

u. NAF funds will not be utilized for patron appreciation or "giveaways" based on a concept of enhancing morale that are not in direct support of an MWR program element. This prohibition extends to provision of free food and beverages.

v. Commands desiring to conduct a command picnic utilizing unit allocations can only expend those funds on military personnel and family members. Participating authorized government employees must pay a nominal fee.

220. Financial Planning and Budgets. Budgets are formal written statements of management's plans expressed in financial terms. The preparation and local use of the operating budget, capital expenditure budget, and the annual APF budget are discussed in reference (c).

a. Budget Requirements for the Accounting Information Management System (AIMS). A standardized operating and capital expenditure budget will be prepared for each activity as part of the MWR Fund budget operating under the AIMS for submission to CNIC HQ NAF Financial Management (N948). Budgets and financial goals must be approved by the REGCOM/Installation CO and submitted via the chain of command to CNIC HQ (N948). Specific budget submission instructions for the MWR Fund will be furnished to local commands annually via region commands, based on guidance provided by CNIC HQ.

b. Category C Pricing Method. When budgeting, the MWR target for Category C fees is to offer goods and services at 75

14 Jun 2013

percent of the average prevailing off-base price. However, based on local circumstances, fees may vary from that target.

c. Budget Requirements for Decentralized Activities. An annual financial plan is recommended for those MWR funds not operating under the centralized accounting system.

221. NAF Cash and Other Balance Sheet Considerations.

Installation level NAF cash shall not accumulate in excess of normal operational and capital requirements. Installation level NAF should be used for appropriate Category B and C local recapitalization efforts. In general, local capital spending will vary from year to year but should not be less than the total amount of depreciation expense according to the AIMS MWR financial statements. Stations should restrict cash to valid projects as approved by the REGCOM/Installation CO. These projects should be revalidated periodically, but not less than annually.

222. Decentralized Activities. Activities not operating under AIMS are called "decentralized activities." Procedures for accounting and preparation of financial statements for decentralized activities are contained in reference (p).

a. Notification of Depositories. The commanders of decentralized activities will notify depositories in writing that CNIC is the successor-in-interest to the MWR fund bank accounts and that the bank will have no responsibility after transfer of funds to or under the order of CNIC HQ (N948A). A copy of these letters will be forwarded to CNIC HQ (N948A).

b. Investment of Local Funds. Only decentralized activities are authorized and encouraged to locally invest excess cash. Excess cash is money on hand which is not required for day-to-day operations. These excess funds will be invested in short-term, federally insured, interest bearing accounts. Investment maturities are limited to one year or less to ensure the local activity is liquid enough to meet its liabilities.

223. Financial Assistance from CNIC MWR Central Fund

a. Annual Unit Allocations are listed as follows:

(1) Decentralized Activities Ashore. Decentralized ashore activities not operating under AIMS in continental United States (CONUS) and outside CONUS (OCONUS) (e.g., Defense Attaché Office) under Navy support per reference (b), are eligible for

14 Jun 2013

direct financial assistance from CNIC HQ (N948). Support is granted at \$35 per active duty military per year or \$15 per active duty student (military personnel on active duty but attending college). Eligible activities will not have access to a Navy Exchange within a normal commuting distance of 25 miles nor will they otherwise be supported by another military MWR activity.

(2) Fleet Sponsored Unit Allocations. Section 205 provides that submarines and ships with or without ship's stores are not eligible to receive unit allocation support from the installation where they are home ported. However, ships and submarines not having a ship's store may request financial assistance in the form of unit allocations from CNIC HQ (N948A) at the rate of \$50 per person per year. Such requests should be submitted by formal letter for the current fiscal year, accompanied by the recreation fund financial statement for the prior fiscal year and banking information for Electronic Fund Transfers (EFTs). To avoid duplication of funding, requests for ships and submarines also undergoing major conversion, repair, or overhaul away from their homeport during the same fiscal period will be annotated to indicate their restricted availability dates.

b. Provided that basic recreation programs will not be affected, commanding officers administering NAF recreation funds afloat with ship stores are authorized to provide unit allocations at a maximum rate of \$2.50 per person per quarter. No more than two quarters of unit allocations may be accumulated by any unit of the command.

c. Commanding Officers administering NAF funds for ships with ship stores, cognizant fleet commanders, type commanders and Marine Corps commanders may authorize the transfer of unused unit allocations in the case of disembarking mobile units, air craft squadrons and embarked staffs. In these cases, the amount of the unused unit allocations to be transferred will not exceed the rate of \$2.50 per person per quarter, not to exceed two quarters, and will be forwarded to the disembarking unit's host MWR activity. At no time should the fleet recreation fund be put at risk by not having sufficient funds to complete on-going recreational needs. The following grants are identified:

(1) Pre-commissioning Grants. These grants are provided to a vessel under construction, no sooner than 18 months prior to actual commissioning. Upon receipt of a written, formal request, a grant will be provided to pre-commissioning crews at

14 Jun 2013

the rate of \$2.50 per month (or \$7.50 per quarter, per person). Funds will be provided only to that portion of crew physically located at the pre-commissioning site. Activities should request funds by letter on a quarterly basis, after the quarter ends, directly from CNIC HQ (N948A).

(2) Commissioning Grants

(a) New ships will be provided an initial grant of funds within 60 days of commissioning, upon receipt by CNIC HQ (N948A) of a formal request letter stating the commissioning date and number of active duty onboard. This grant is provided for the purchase of initial recreation equipment and supplies for the ship's crew until such time as the ship's store, where applicable, can generate profits for supplemental support of the recreation program. The following rates apply and are based on the ship's full complement:

Complement	Rate Per Crew Member
Less than 100	\$9.30
101 - 200	\$8.10
201 - 300	\$7.50
301 - 400	\$6.90
401 - 750	\$5.70
751 - 1500	\$5.10
More than 1500	\$4.50

(b) Minimum commissioning grant will be \$375.

(c) Aircraft squadrons and mobile units will not be provided commissioning grants since such groups are generally allowed to participate in a local MWR fund.

(3) Ship's Store Closure Grants

(a) This grant is available to those ships whose integral design includes a ship's store, i.e., a dedicated space operated by a designated Ship's Serviceman.

(b) To be eligible to receive this grant, the ship's store must be closed for at least 30 days and the grant must be requested quarterly.

(c) The grant request should identify closing and reopening dates, number of days of closure, and number of crewmembers on board during the period of closure. The amount

14 Jun 2013

of this grant is \$12.50 per person per quarter and will be prorated (\$.14 per person per day) accordingly.

(d) For aircraft carriers to receive a Ship's Store Closure Grant, the ship store must be closed for a least one (1) year. Aircraft carriers will be provided with a one-time grant of \$50,000 at the end of the ships overhaul period.

(e) Units which receive grants for ships without ship's stores may not receive a Ship's Store Closure Grant or a Ship Yard Grant.

(4) Midshipmen Summer Training Grants. Grants from the CNIC Central MWR Fund are made available upon request for recreation of midshipmen during summer training periods. A DoD-wide standardized allocation rate of \$3.46 per midshipman for the entire cruise period has been established for this purpose and is provided directly to cognizant major commands (Fleet, TYCOM, OIC, etc.) by CNIC HQ (N948A) upon request, subject to distribution instructions issued by the U.S. Naval Academy (USNA). Further redistribution of available funds to subordinate commands involved in midshipmen summer training (e.g., individual ships, groups, and squadron commanders) will be effected as determined and directed by the cognizant command.

(5) Supplemental Grants. CNIC HQ (N948A) also considers requests for supplemental financial assistance from small ashore activities operating under the decentralized accounting system. This assistance may be used to procure physical fitness equipment, recreation equipment and membership fees to private fitness facilities where the purchase of recreational equipment is not feasible. Funding requests are limited to \$35 per full-time active duty member, not to exceed \$2,500 maximum over a 3-year period. The request must specify how the Supplemental Grant will be utilized. Requests must be accompanied by a minimum of two written price quotes for items to be purchased with this grant. The grant and the related expenditures must appear on the command's annual financial statement. Naval Reserve Activities should submit their requests to the Region Commander, Naval Reserve Force.

(6) Loans. Afloat commands are eligible for interest-free loans that can be requested from CNIC HQ (N948A) based on the type of financial assistance and the ship's ability to repay the loan. These loans must be secured by collateral and are typically requested from ships for recreation vehicles and recreational equipment. Three written bids are required.

14 Jun 2013

Repayment is based upon an established schedule set by CNIC HQ (N948A) either quarterly, bi-annually or by trimester, not to exceed a maximum term of three years. Afloat commands may not borrow funds commercially or purchase items on deferred payment plans without prior authorization from CNIC.

224. Accounting and Reports

a. Accounting. MWR activities operating under AIMS will account for NAF and MWR property, in accordance with reference (q).

b. Financial Statements

(1) The official financial statements of activities operating under the centralized accounting system will be prepared by CNIC HQ (N948). These statements will be provided as necessary to the appropriate MWR fund, regional support office, REGCOMs/Installation COs, and CNIC (N9) on a monthly basis. In addition, detailed support for the financial statements is available at any time by direct access to the AIMS system.

(2) The financial statements for those MWR funds and activities not operating under the centralized accounting system will be prepared by the custodian of the respective fund. Such statements should be prepared monthly. Fiscal year end financial statements will be submitted to CNIC HQ (N948A) on or before the first of December each year.

225. MWR Fund Cash Accounts. CNIC HQ (N948) and the chain of command monitor the financial status of MWR funds. Close coordination between the chain of command and CNIC is required to spot negative trends early and begin necessary corrective action. Monthly, CNIC HQ (N948A) will analyze MWR fund cash balances, cash flow from operations and the total sources and uses of NAF cash. Based on this examination, MWR funds may be classified as either in a deficit cash position or negative cash position. See reference (j) for details on corrective actions to be taken.

226. Taxes. MWR funds are instrumentalities of the Federal Government (IRS Ruling 54-556), are not subject to income tax, and are not required to file income tax returns. A MWR fund is not required to file an application for exemption to establish its exempt status from Federal income tax (IRS Ruling 67-249). Additional guidance on taxes is found in references (p) and (q).

227. Disestablishment of MWR Activities

a. Approving Authority. Approval from CNIC HQ (N9) is required prior to disestablishing an MWR activity.

b. Disestablishment. The REGCOM/Installation CO is responsible for insuring an orderly and proper disestablishment process. Assets supporting MWR NAF activities will be used judiciously so they are available for future use in support of Navy-wide requirements. Imprudent expenditures, designed to reduce funds and other assets to a zero balance prior to disestablishment, will not be allowed to occur. Disestablishing commands will avoid extravagant expenditures and dissipation of assets and will ensure proper redistribution of equipment. Following established procedures should prevent occurrence of claims and adjustments after disestablishment of NAF activities. CNIC HQ (N94) should be provided a plan of action and closure milestones, via the chain of command, at least 1 year prior to date of disestablishment. The following actions are required:

(1) Follow the liquidation and closing steps outlined in references (p).

(2) Between authorization and activity closing, inventories of consumables, e.g., merchandise, food, beverages, and operating supplies, need careful monitoring in order to be in a position where excess stock can be readily sold. General instructions for disposition of consumables follow:

(a) Return to the vendor for credit, if possible.

(b) Sell to another MWR or NAF activity at cost.

(c) Return distilled spirits, wines and beer to the package store or to the dealer from whom purchased (or to the successor of the vendor's business or line of merchandise) for refund; or the stock may be sold to another MWR or NAF activity.

(3) Dispose of property and equipment per chapter 3.

(4) Closeout, withdraw, or terminate for convenience (without cost to MWR, if possible) all outstanding purchase orders/contracts. Prior to incurring termination costs, consideration should be given to rerouting deliverables to other activities as directed by the REGCOM/Installation CO. Contract termination procedures are contained in reference (o).

14 Jun 2013

(5) Notify all creditors, past and present, to ensure that no liabilities exist. Liquidate any outstanding payables. If obligations cannot be liquidated before disestablishment, creditors should be instructed to forward claims to CNIC HQ (N94).

(6) Collect all accounts receivable, or charge off to operating expenses those found uncollectible, particularly old receivables that have been outstanding for 6 months or more.

(7) Obtain settlement of all other receivables, including insurance claims owed to the MWR fund.

(8) Ensure that all employee benefits are paid and other entitlements administered per references (l) and (p), including:

(a) Determination of actual liability to foreign national employees for foreign national severance and bonus pay, and in accordance with reference (r), paying employees as they are released.

(b) Payment of final Withholding Tax, Workers' Compensation Insurance and Social Security payments and furnishing employees with statements of earnings and deductions.

(c) Ensuring that all employees who are covered by the employees' insurance program exercise their options under the terms of the insurance agreement.

(9) Perform a final audit of the MWR Fund.

(10) Send all financial records for the last 3 years, and related correspondence properly filed, to the nearest Federal Records Center.

d. Final Liquidation Procedures

(1) A letter will be sent to CNIC HQ (N94), via official channels, stating the location of the Federal Records Center where financial records and related correspondence are stored. State specifically that all steps in the liquidation procedure have been taken and that no outstanding obligations or claims exist against the activity (unless otherwise noted). If outstanding claims still exist, advise of the name(s) of the creditor(s), amount of claim(s) and reason why claim(s) could not be liquidated prior to disestablishment. Include inventory of NAFI-owned equipment disposed of per instructions from the

14 Jun 2013

REGCOM/Installation CO, including selling prices, and names and addresses of present owners. List names, addresses and periods of incumbency of the MWR Program Manager during the preceding 2 years.

(2) The following enclosures will be submitted from those activities not operating under AIMS: audited copy of final financial statement; and check or postal money order payable to CNIC HQ (N94), for the remaining NAF funds, taking into consideration outstanding checks.

(3) Advise the bank where NAF are on deposit, in writing, to forward the final bank statement and any remaining balance to CNIC HQ (N94) 2 months after fund disestablishment. The check for final balance should be made payable to CNIC (N94).

(4) Contact the Internal Revenue Service (IRS) to cancel employer identification taxpayer number.

e. Disposition of Property. Property purchased with APF or NAF will not be donated to any individual or non-naval organization. Property recorded on the Navy Plant Property Records, including NAF-procured buildings and improvements, and all APF property which have become unserviceable or excess to the needs of the activity, will be returned to the appropriate accountable officer for disposition following existing regulations. See chapter 3 for additional information.

228. Co-mingling of Funds and Property. Subsidiary accounts will be maintained for property and supplies of an individual activity within the MWR fund. To preserve individual accountability, funds and property will be accounted for separately in accordance with the MWR Program Activity Listing provided in the AIMS system. For example, if an MWR activity contains a food and beverage operation that is an integral part of an activity, the revenue and expenses associated with the food and beverage operation are to be charged to that activity.

229. Advance Deposits. In situations where it makes justifiable business sense, advance deposits for non-government sources may be issued with the approval of the MWR regional program manager.

230. Check Cashing and Returned Checks

14 Jun 2013

a. Ceilings. A ceiling of \$100 per person per day may be established for personal checks drawn by authorized patrons for cash. REGCOMs/Installation COs have the option to set a check limit of less than \$100 when desirable, provided it is not discriminatory with respect to rank/grade.

b. Returned Checks. When a patron's check is returned to an activity for any reason, a charge may be levied to cover the processing costs. This charge may be accessed directly by MWR or by a contractor acting to collect returned checks. If the patron fails to respond promptly to efforts to collect the amount due, the Installation CO where the MWR fund is located will take action as required by reference (s). The MWR fund may deny check cashing privileges to those individuals who have presented bad checks within the prior year or who are on the local NEX bad check list. Additionally, any returned or bad debt remaining uncollectible after initial recovery efforts by MWR or a contractor will be inputted to the Treasury Offset Program (TOPS) for further collection efforts.

231. Fiscal Oversight and Review

a. REGCOMs/Installation COs will appoint local command evaluation and review staff, internal audit offices, or an audit board consisting of collateral duty personnel to perform NAF reviews of all MWR activities, or to perform management control reviews in accordance with references (e) and (f). For continuity, professional civilian personnel with competency in the areas of review are desired. Local fiscal oversight and review will concentrate on segments of operations that are most vulnerable to fraud, waste and abuse per reference (e) and include: cash funds and receipts; bank deposits; sales; accounts receivable; procurement; receiving and accounts payable; cash disbursements; payroll; merchandise and consumable inventories; and fixed assets.

b. Annual Schedule. The senior internal auditor, head of the command evaluation and review staff, or head of the audit board should submit a schedule of NAF reviews to the base commander for review and approval at least 30 days before the start of each fiscal year. The schedule will include a timetable for reviewing vulnerable segments of operations for each activity, preferably on an annual basis, but no less frequently than triennially per the requirements specified in reference (g). Reviews should be scheduled more frequently when unsatisfactory conditions are found.

14 Jun 2013

c. Internal Control Questionnaire. REGCOMs/Installation COs should ensure that internal audit, command evaluation and review and/or audit board staff complete an internal control questionnaire for each MWR activity to become part of the command's permanent file, per reference (g). Each internal control questionnaire should be updated annually. Each section of the questionnaire should be signed and dated by the responsible activity manager and by the reviewer or auditor completing the section.

d. Conduct of Fiscal Oversight Reviews. Each review may be conducted in stages (or sections) during the year or be completed in its entirety during a single session. Vulnerable segments of each activity should be reviewed annually, and more frequently when unsatisfactory conditions exist.

e. Supervision. The senior reviewer or auditor (as well as the head of the audit board) is responsible for supervising the fiscal oversight review. Such supervision should include reviews of findings, tests performed, supporting documentation, and referencing of policy and regulation sources. The resulting report must be reviewed to ensure work performed is of satisfactory quality and completeness. Members of an audit board assigned to conduct an audit of certain activities shall not be connected with the management of these activities, to assure objectivity and independence of the review.

f. Reports. Reports should be prepared for each activity reviewed and retained on file for follow up review by subsequent command inspectors, auditors, reviewers or evaluators. Sections of the reports should correspond to the applicable portions of reference (e). For reviews that are staged during the year, a separate report should be prepared for each section. Reports should be prepared according to guidance provided in reference (t). The MWR Program Manager is responsible for responding in writing to the Installation CO on reported findings and recommendations. Follow-up is encouraged with the MWR Program Manager for compliance with reported recommendations. The senior internal auditor, head of the command evaluation and review office, and/or head of the audit board is responsible for issuing a final report, including all material findings, recommendations, MWR program manager's responses to each recommendation, and an opinion as to whether or not the senior auditor or reviewer is satisfied with the management's compliance with each recommendation.

14 Jun 2013

g. Status Reports. The senior internal auditor, head of the command evaluation and review staff or the head of the audit board is responsible for reporting the status of reviews scheduled, in progress, and completed, on at least a quarterly basis to the Installation CO.

h. Records Retention. Completed internal control questionnaires, fiscal oversight and review reports, managers' responses, working papers, supporting documents, work schedules and status reports are to be retained for at least three years following the completion of each review. Records should be available for review by higher authority, including the Naval Audit Service (NAVAUDSVC), Naval Criminal Investigative Service (NCIS) and CNIC HQ (N9).

i. CNIC HQ (N94) also maintains a Fiscal Oversight team that conducts reviews every 12 to 24 months. Policies for those reviews are found in reference (e).

232. Internal Control Procedures. The REGCOM/Installation CO will ensure that internal control procedures are in place to protect the cash and other assets of the NAFIs under his or her cognizance. At a minimum, these controls should cover cash handling, property accountability, inventory control, accounts receivable, procurement, disbursement, banking and payroll. Check lists for internal controls are found in reference (e), with additional information provided in references (b) and (g).

a. Cost Control. Cost accounting, or cost control, is the analysis and construction of all sales transactions. Cost controls provide accurate information that serves as a tool in controlling waste, portion control, and theft.

b. Storage Area Access. To pinpoint responsibility, each storeroom or storage area will be kept locked. A single manager-designated custodian will hold the key and monitor access and withdrawals. Only one person may have a key to any storeroom or storage area. Master keys will be maintained so only the activity manager will have access. In an emergency, the activity manager may open the storeroom or storage area in the presence of a witness.

c. Catering Contract Controls. In accordance with reference (g), controls shall exist to ensure that all transactions, including private party/event contracts, have been properly processed. It is important to ensure that any new process (i.e., manual or automated) includes a system of

14 Jun 2013

internal controls that properly accounts for all contracts. Only a limited number of catering software packages are approved for use in MWR activities. CNIC HQ (N946) should be contacted for further information and directions.

d. Cash Handling. MWR NAF activities are instrumentalities of the U.S. Government. The same care will be exercised in the handling of NAF as in conducting APF transactions. Procedures for handling cash are outlined in reference (g). The following procedures apply to using safes:

(1) Every person responsible for funds shall be designated in writing and should be provided with a safe or a separate locked compartment inside a safe.

(2) The responsible individual should not divulge, or entrust in any manner to any other person, the combination to a safe. However, a record of the combination of the safe may be sealed in an envelope, signed, and placed in the safe of a person designated by the Installation CO.

(3) In the absence of the employee, a designated person may accomplish emergency entry by opening the safe in the presence of two witnesses. After entry, the safe will be locked and sealed in the presence of two witnesses. The record of the combination of the safe will be placed in a sealed envelope, signed by the person who opened the safe and by the two witnesses, and returned to its usual place for safekeeping. The combination will be changed upon return of the employee.

(4) Safe combinations will be changed whenever a new employee relieves the previous person who maintained the combination to their safe or whenever directed by the REGCOM/ Installation CO.

233. Travel. Travel performed by military or civilian personnel for MWR activities will be authorized in writing by travel orders issued from competent authority. This travel may be performed by Government vehicle, commercial transportation, or through use of one's personal vehicle, and is reimbursable by the Government per the Joint Travel Regulations. Travel costs are authorized as APF or NAF expenses as follows:

a. APF Travel. Travel by military or civil service personnel in connection with conferences, training, or other essential business involving departmental administration should be at Government APF expense. APF is also authorized when

14 Jun 2013

travel of NAF personnel is directed by a DoD official and relates to official business supported by APF.

b. NAF Travel. Travel by an employee paid with NAF will be at the expense of the NAF activity, unless the travel is directed by an authorized DoD official and relates to business supported by APF funds.

234. Transporting NAF. Protection and security of NAF is a command responsibility. The decision of whether or not to have an armed escort, how many, or the type of transportation to be used when transporting NAF, is also a command responsibility. The command should consider such things as the amount of funds to be protected, the distance and terrain to be covered, the type of transportation available, and local security forces which may be called upon. The use of APF is authorized for escorts.

235. Transfer of MWR NAF Assets between Services. When a Navy MWR activity desires to transfer a NAF asset to another Service, the receiving activity will pay the transferring activity (or the "successor in interest" organization, as applicable) the full book value for the NAF asset. Transfer of such property should be documented by a written MOU between the Services, with CNIC (N9) as an additional signatory.

236. MWR Support Services Assistance for Navy Affiliated Organizations

a. REGCOMS/Installation COs are authorized to permit MWR to provide administrative support to Navy-affiliated organizations that are approved to operate on base such as the Navy Birthday Celebration committee, spouses' clubs, SUBFEST committee, Air Show committee, or other organizations that are not part of the local MWR program. MWR may provide a partial or full range of accounting services using AIMS accounting and banking systems, or a stand-alone automated or manual accounting system. When AIMS is used, the organization's transactions should be accounted for as follows:

(1) Administrative assistance provided by an MWR fund may include collection and accounting for funds held by the Navy organization.

(2) Funds should be deposited into the MWR NAF central bank account. Procedures for verification of funds and preparation of the bank deposit follow required NAF procedures.

14 Jun 2013

(3) The offsetting entry to record the deposit of such funds should include the establishment of a Deposits Payable liability account.

(4) A subsidiary ledger must be maintained to identify all deposits and purchases/withdrawals made for that Navy organization. If purchases are made for the organization or payments are required, checks should be prepared (following NAF procedures) with offsetting debit entries to the Deposits Payable Account. The subsidiary ledger should provide a clear audit trail for transactions performed by the MWR fund in support of the organization and should be available for examination during fiscal oversight reviews.

b. In most cases, provision of support services by the local MWR fund will be minimal and no remuneration to MWR will be required of the Navy affiliated organization. The provision of anything more than a minimal amount of administrative support requires reimbursement to MWR for the cost of all support beyond the minimal amount. When support is provided to an organization, a Memorandum of Agreement (MOA) must be signed between MWR and the organization receiving the support outlining the services to be provided and any associated fees that may be necessary. The MWR fund must not incur any true "out of pocket" expense, without reimbursement, to provide these services. This MOA should be reviewed by either a Navy OGC or JAG attorney and signed by the MWR Program Manager and a responsible individual of the affiliated organization.

237. NAF Payroll Procedures in Conjunction with Electronic Timekeeping Systems. The following procedures apply to MWR funds that employ the use of an electronic timekeeping system (e.g., KRONOS):

a. Per reference (c), MWR activity supervisors must certify in writing the number of hours worked by each NAF employee during the pay period. Certification is required on the time card, time sheet or time log. Electronic signature certifications by departmental supervisors are authorized as long as software lockouts exist to prevent unauthorized individuals from modifying or accessing any information not within the scope of their authority. A change in procedure is authorized to accept electronic signature by supervisors (of number of hours worked) as long as electronic signatures are password/security protected with an audit trail that can be reviewed for changes/manipulations in security or passwords. A

14 Jun 2013

procedure must be in place to ensure electronic supervisor certifications are maintained on file to serve as supporting documentation in cases where disputes, grievances, or disciplinary actions may arise.

b. The completion of NAF employee leave chits, overtime requests, jury duty chits, and sick notices by NAF employees and approved/disapproved by his or her supervisor shall be continued in hard copy format. Retention of approved/disapproved forms at the supervisor level is an acceptable alternative to forwarding all the documents into the NAF payroll office. When such local procedures are implemented, supervisors must follow the record retention requirements for payroll leave records (i.e., four years). The supervisor is required to verify/authenticate employee hours worked. He or she should have these documents in hand for review prior to electronic certification. As employees are not required by policy to authorize time cards, retention of "leave chits" may be an important item for leave abuse situations, unauthorized absence situations, allegations of alteration of employee time, and possible disciplinary action. Overtime and compensatory time requests must continue to be approved in advance and in writing.

238. Unearned Income and Expenditures Made to Benefit a Future Accounting Period. Reference (g) provides that all MWR activities follow accrual based accounting procedures. Monies received in advance of the performance of services or provision of goods shall be recorded as unearned income until such a time as the funds are earned. Likewise, in cases where monies are expended for goods and/or services to benefit a future accounting period, expenditures shall be recorded as prepaid expenses.

a. In both cases outlined above, revenue and/or expenses are recognized in a future period through "amortization" or the spreading of revenue or expense over a period of time to more fairly match revenues and expenses in the period earned.

b. The appropriate handling of advanced payments, prepaid expenses and unearned income items require a per item value of \$1,000 for amortizing items over future periods. The items are to be recorded as unearned income or prepaid expense respectively and accounted for accordingly. Items with a value under \$1,000 should be recognized as income or expense in the month received or incurred.

14 Jun 2013

239. Host MWR Activity Ashore Receipt of Unused Afloat Unit Allocations of Disembarking Mobile Units, Aircraft Squadrons and Embarked Staff. Cognizant fleet commanders, type commanders, and Marine Corps commanders are authorized to permit the transfer of unused afloat unit allocations of disembarking mobile units, aircraft squadrons and embarked staffs to the unit's host MWR activity ashore. See section 224 for funds transfer rates for units. Upon receipt by the host MWR activity ashore, the funds shall be credited to the unit's recreation allocation account.

240. MWR Support to Military Missions in Foreign Countries

a. This policy is applicable to military personnel assigned to Defense Attaché Offices, Security Assistance Offices, Military Liaison Teams, or permanently assigned as technical assistance field training personnel. Reference (b) sets policy for MWR support responsibilities to military missions in foreign countries. The Marine Corps provides MWR support for personnel in Marine Security Guard Detachments at U.S. Embassies. Military Department responsibility for certain geographical areas is identified in reference (b).

b. The primary funding source for MWR support to military missions in foreign countries is APF, with the exception of unit recreation fund allocations. MWR support includes unit recreation fund allocations, access to fitness activities, and library, recreation and movie support, as follows:

(1) Unit Recreation Fund Allocations. NAF unit recreation fund allocations are used for off-duty leisure activities that promote unit cohesion and are based on an annual per capita allocation for permanently assigned military personnel. Requests for unit recreation allocation support may be submitted to CNIC HQ (N948A) via fax or email. Requests for unit recreation fund allocations shall include the number of active duty personnel permanently assigned on board the command as of 30 September each year, point of contact, mailing address, phone numbers, voice and fax and email address. Units are not authorized to receive unit recreation allocation support from more than one military service. For additional information or questions, contact CNIC HQ (N948A). See section 224 for additional information.

(2) Library Support. The Navy General Library Program provides paperback book kits, magazine kits, and virtual library

14 Jun 2013

services to include digital magazines, newspapers and other resources.

(3) Movie Support. The Navy Motion Picture Service (NMPS/N923) provides movie support under a public performance license and uses encrypted Digital Video Discs (DVD) format and playback equipment to authorized remote locations. Requests for movie support may be submitted to CNIC HQ Fleet Readiness (N92). Movie support requests should include point of contact, FPO/APO address, phone, fax, e-mail, location where the movies will be shown (e.g., lounge or recreation room), and the number of active duty permanently assigned. NMPS program sites are required to manage the program in compliance with chapter 14.

(4) Fitness Support. Military personnel will have access to APF-funded fitness facilities, equipment, and programs which support cardiovascular, endurance, flexibility, and strength conditioning to maintain fitness. Units requesting fitness support shall submit a request to CNIC HQ (N948A). The unit must determine the most cost-effective option to provide access to fitness facilities. Options would include use of a nearby U.S. military installation or host country fitness facility, a commercial fitness facility within a 30 minute commute, or a dedicated fitness space in unit office spaces. The following request requirements apply:

(a) If requesting funding for fitness equipment, the request shall contain:

1. An outline of local availability of fitness facilities.

2. Information on total square footage of proposed fitness area.

3. Availability of electrical power.

4. Complete shipping address.

5. Point of contact, phone number and e-mail address.

(b) If requesting membership in a commercial fitness facility, membership must be in the name of the unit for all assigned military. Usage will be monitored and continuation of membership evaluated annually on need and availability of resources. The request shall contain:

1. Brief description of the fitness options that were considered.
2. List of services offered by the recommended fitness facility.
3. Annual/monthly membership fees (military discounts should be negotiated).
4. Number of permanently assigned active duty personnel on board.
5. Total dollar amount of request (include price proposal from commercial fitness facility that clearly documents name of fitness facility, telephone number, address and number and cost of monthly/annual memberships purchased).
6. Unit POC, telephone number and e-mail address.

c. Additional information is available from CNIC HQ (N948A).

241. Base Realignment and Closure (BRAC). Per reference (c), MWR realignment and closure costs are authorized funding from all BRAC accounts. APF may finance MWR costs that are a direct result of an approved BRAC action.

a. Re-designation. Category C MWR operations on installations affected by BRAC will automatically be re-designated as R&I. However, no new funding will be allocated for programs that are re-designated. Conversion of billets from NAF to APF and APF to NAF is prohibited after the announcement of BRAC closure. Programs will continue to meet essential needs.

b. NAF Purchased Property. NAF personal property belongs to Sailors collectively and is subject to different rules than those for APF personal property, as follows:

(1) NAF assets should only be offered for reutilization to other installations if the item is in good condition, can survive the rigors of shipment, and if it is economically prudent to redistribute.

14 Jun 2013

(2) NAF property that no longer supports the function for which it was originally intended may be reallocated to fill other on installation or region NAF needs, at the discretion of the REGCOM. Property determined excess to installation needs will be reported to the region for possible reuse within the region.

c. Actions to Ensure Fiduciary Responsibilities Met. Installation MWR managers must monitor all plans and actions involving disposal of Navy real property, as follows:

(1) Disposal of MWR APF real property follows standard Navy BRAC guidance.

(2) The following actions are vital to the fiduciary responsibility of each region's chain of command regarding stewardship of NAF real property:

(a) Prior to the sale or transfer of any real property that includes a NAF investment, an updated listing must be provided to CNIC HQ Support Services (N94) by the installation NAFI or regional FFR office. Data must be submitted for all facilities constructed or improved with NAF, to include fixed assets designated to remain with each facility. The listing must be accurately quantified and reconciled with Public Works Real Property records. Assets must also be depreciated in NAFI financial documents.

(b) Delivery of any equipment placed outside the region would normally be at the expense of the gaining activity.

(c) MWR facilities should be retained as long as demand and usage continues. When facilities constructed or renovated with NAF are declared excess to government needs, negotiation options with potential purchasers are severely limited. Consider consolidation/sharing to conserve NAF.

(d) Hardware, software, and other components of the central MWR AIMS program are exempt from automatic data processing equipment (ADPE) disposal procedures and must be transferred to the regional FFR director.

(e) The sale of lost, abandoned and unclaimed property is authorized by the installation, as outlined in chapter 3 of this instruction.

14 Jun 2013

(f) In order to transfer firearms and ammunition between MWR activities, both parties must be licensed as dealers by the Federal Bureau of Alcohol, Tobacco, and Firearms (ATF).

(g) Fixed assets purchased with NAF and left in place for appraisal and sale/transfer of a facility will be transferred to the Public Works Center (PWC). NAF property records will be annotated to reflect the date of transfer.

(h) NAF personal property may not be transferred to the Local Redevelopment Authorities via Economic Development Conveyance (EDC), unlike APF property. However, if the Local Reutilization Authorities (LRA) secures a "right of first refusal" (see next paragraph), it should be set up to time the NAF transfer to coincide with the EDC transfer.

(i) The Local Reutilization Authority (LRA) may negotiate with the Navy to secure a "right of first refusal" for purchase of NAF personal property at fair market value. The fair market value must be determined by the NAF activity and there must be a time limit for the LRA to exercise this option.

(j) NAF MWR personal property that has been identified as "not available for reuse" may be sold or transferred to other MWR, child/youth programs, or visitors' quarters activities.

(k) NAF expended to acquire, construct or improve facilities on BRAC installations will be partially recovered in accordance with P.L. 101-510, Section 2906, as amended. This law requires that a portion of the disposal proceeds equal to the depreciated value of the NAF investment in real property will be deposited in a special reserve account in the U.S. Treasury and transferred to the appropriate Service NAFI.

(l) Several goals in the DoD BRAC policy relate to making installation personal property available to the local community for use in economic redevelopment. Personal property items owned by the NAFI may ultimately be sold to the local community or transferred to the gaining activity with disposal processes discussed in chapter 3 of this instruction taking precedence.

(m) Installation MWR managers should be familiar with reference (u), which states that NAF-owned property will be excluded from the installation inventory that is provided to the local community.

Chapter 3

PROPERTY, VEHICLES, AND FACILITY MANAGEMENT

- Ref: (a) SECNAVINST 5200.35E
(b) SECNAVINST 5430.92B
(c) SECNAVINST 7043.5B
(d) CNICINST 7043.1
(e) DoD Instruction 1330.09 of 7 December 2005
(f) DoD 4500.36-R of 16 March 2007
(g) NAVFAC P-300, Management of Civil Engineering Support Equipment of Sep 03
(h) CNICINST 5890.1
(i) OPNAVINST 11010.20G

301. Management Control and Prevention of Fraud, Waste and Related Improprieties. Per references (a) and (b), the same management controls and fraud prevention measures apply to morale, welfare and recreation (MWR) property, equipment, supplies, and vehicles as to other Navy activities.

302. Procurement

a. Policy and procedures for the procurement/contracting of Fleet and Family Readiness (FFR)/MWR supplies, equipment, or services with non-appropriated funds (NAF) are contained in references (c) and (d).

b. Individuals designated with contracting and procurement responsibilities by REGCOMs Installation COs or their designated representatives must complete mandatory training courses to become NAF contracting officers and qualify for a warrant issued by CNIC HQ Support Services (N94).

c. The NAF Purchase Card program provides a fast and convenient method of purchase or as means of payment under a contract for all requirements under the micro-purchase threshold. The micro-purchase threshold for NAF is \$5,000 for resale and non-resale supplies; \$2,500 for services; and \$2,000 for construction. A warranted NAF contracting officer may use the card up to the limit of his or her warrant, but not to exceed a \$25,000 single purchase limit (\$50,000 for resale).

303. Physical Inventory Requirements. The following minimum physical inventory requirements shall apply:

14 Jun 2013

a. Fixed Assets and Minor Property: Annually

b. Resale Inventory, Consignment tickets, and Prepaid Tickets: Monthly

304. Purchase of Foreign Goods by NAFIs. The following merchandise procurement guidance is provided:

a. General Merchandise, Not for Resale. Specific guidance is set forth in reference (d) for NAFIs located in the U.S. and its possessions or Puerto Rico; guidance is set forth in reference (e) for NAFIs located overseas.

b. Resale Merchandise. DoD policy promotes the sale of U.S. items in overseas NAF activities. Restrictions are set forth in reference (e).

305. Overseas Transportation of Continental U.S. (CONUS) Procured Merchandise. Overseas NAF activities will comply with shipping procedures in reference (d) to secure the most economical and expeditious overseas transportation of CONUS-procured merchandise.

306. Disposition of Property. Whenever possible, activities are strongly encouraged to redistribute serviceable NAF property to commands with a need for the equipment. It is recommended that excess MWR NAF property be first redistributed within the Navy MWR NAF community prior to using alternate means of disposal. The following disposition guidance is determined by the category of property:

a. Excess MWR Appropriated Funds (APF) Property

(1) MWR property, including vehicles purchased with APFs, will be transferred to the Defense Reutilization Marketing Office (DRMO) for disposal.

(2) Items purchased with APF through the Uniform Funding Management process, or obtained from DRMO, are to be returned to the servicing DRMO when no longer needed or if they have exceeded their useful service life.

(3) APF vehicles obtained from surplus sources at no cost remain government owned (APF) property, regardless of any NAF expended to repair the vehicle. When no longer required, these vehicles will be turned into the nearest DRMO with a statement that they were obtained from APF sources and that no

14 Jun 2013

part of the proceeds from the sale or other disposition will be returned to the NAF activity.

(4) When property is acquired from DRMO, the acquiring activity must assume the original source of funding was APF unless specific NAF documentation exists. Absent NAF property documentation, at the end of the property service life, disposal is required through turn-in to DRMO.

b. Excess MWR NAF Property

(1) MWR NAF property, including vehicles, boats, trailers, campers, and other equipment purchased with NAF and deemed excess to requirements or beyond economical repair may be turned into DRMO, traded-in, or sold at auction regardless of the original purchase price. All auctions of MWR property must conform to the provisions of this instruction. This does not apply to demilitarized firearms or ammunition.

(2) Auction may include bidders from the civilian sector, i.e., non-DoD civilians. Auction proceeds will be retained by the local or regional MWR fund, as appropriate. This policy pertains only to excess or unserviceable MWR NAF property.

(3) Vehicle Title applications (SF-97) will be provided by CNIC HQ Facilities & Acquisition (N944) when state registration (i.e. title) is required.

(4) Adequate controls should be established to safeguard against NAF liability for NAF property being acquired by others. Executed hold harmless agreements and acknowledgment of risk forms, approved by the local Staff Judge Advocate (SJA) or servicing General Counsel who can consider local liability laws, should be retained on file at the MWR activity for any NAF property sold at public auction. To further reduce liability risk, any NAF property that is unserviceable, but in repairable condition, should have its condition specifically listed on all sales documentation including the bill or sale, and the inventory/property record. Property should be sold in an "As Is" condition and all documentation should reflect that fact. Additionally, MWR shall disclose to prospective bidders any safety precautions that may apply to use of the equipment item.

(5) MWR activities should obtain the services of a commercial auctioneer who will be paid a flat fee in lieu of a commission for services rendered. It should also be explicitly

14 Jun 2013

understood by all parties that the sale of NAF property through public auction is final and no items may be returned.

(6) FFR employees, APF or NAF, and their family members are prohibited from purchasing MWR NAF property disposed of at an auction.

(7) In no instance will property purchased with APFs or NAFs be donated to any individual or non-Navy organization.

(8) Serviceable NAF property shall not be donated or offered as a condition of transfer to commands identified for Base Realignment and Closure. Serviceable FFR/MWR NAF property will be identified by the sponsoring region for Navy retention and redistribution and will not be eligible for inclusion in any Community Reuse Plans, etc.

(9) Unserviceable NAF property may be cannibalized for the purpose of servicing other FFR/MWR equipment.

(10) Proceeds from the sale of property owned by NAF activities will be deposited to an installation level account under the Budget Clearing Account (Suspense), 17F3875. Upon receipt of the remaining amount due, appropriate action shall be taken to transfer the funds to the proper account of the activity that made the sale.

c. Abandoned Personal Property

(1) MWR may retain proceeds from the sale of abandoned personal property that has been disposed of in accordance with the provisions of 10 U.S.C. §2575.

(2) 10 U.S.C. §2575 permits the sale of personal property which has been lost, abandoned, or unclaimed on a military installation. Property so identified will be turned over to the official designated by the Installation CO to receive such property. The designated official may not dispose of the property until diligent effort has been made to find the owner (or heirs, next of kin, or legal representative of the owner). The diligent effort to find any of these parties shall begin, to the maximum extent practicable, not later than seven days after the date on which the property comes into the custody or control of the designated official. The period for which that effort is continued may not exceed 45 days.

14 Jun 2013

(3) For property in excess of \$300 market value, if the owner or owner's representative is determined but not found, the property may not be disposed of until 45 days after the date notice was given that the property has been found. The notice must be sent by certified or registered mail to the individual's last known address and must give the time and place of the intended sale or other disposition. When diligent effort to determine the rightful successor in interest is unsuccessful, property of a market value of \$300 or less may be disposed of without delay. Funds remaining after deducting costs enumerated below may be distributed to MWR.

(4) In no case may property of fair market value in excess of \$300 be disposed of until 45 days after the date it is received by the designated official.

(5) In the case of lost, abandoned, or unclaimed personal property found on a military installation, the proceeds from the sale of the property found shall be credited to the operation and maintenance account of that installation or region and used as follows:

(a) to reimburse the installation for any costs incurred to collect, transport, store, protect, or sell the property; and

(b) to support local MWR activities, to the extent that the amount of the proceeds exceeds the amount necessary for reimbursing all costs.

(6) The owner, heirs, next of kin, or legal representative of the owner of personal property that has been credited with proceeds to a military installation, may file a claim with the Secretary of Defense for the proceeds less costs, when the proceeds have been retained at the local installation or regional account. An amount to satisfy the claim shall be drawn from the MWR account of the installation or region that received the proceeds. If the proceeds have been transferred to the Treasury, the claimant shall file a claim against the Secretary of Defense.

(7) Unless a claim is filed under this subsection within five years after the date of property disposal, the claim may not be considered.

(8) The following is an example of a release statement that may be used at installations where items are stored in MWR

14 Jun 2013

storage areas. This statement does not apply to abandoned property for which there was no storage agreement:

"In consideration of being permitted to store my _____(Name of stored item)_____ with the FFR/MWR Department of _____(Installation Name)_____, I hereby agree that if I abandon my _____(Name of stored item)_____, it may be disposed of in accordance with applicable regulations or local base procedures. Abandonment is determined to occur 45 days after estimated pickup date, unless I notify _____(Title or Name of person to notify)_____ of any changes in pick-up dates. I further agree that because of convenience and other consideration I, my heirs, executors, and administrators, release and forever discharge the United State Navy, the United States, the MWR Fund of _____(Installation name)_____ from liability for damages of any sort including but not limited to personal injury or property damage, arising from use of said area. I further waive my rights for myself, my heirs, executors, and administrators under 10 U.S.C §2572 to property abandoned by me that is subject to this release for which MWR has retained any funds due to the sale of my abandoned property. I specifically waive the right to claim any excess funds above the actual costs incurred by MWR and the actual accumulated storage fees that I have not paid as consideration for entering into this agreement. This release extends to the owner(s) heirs or assigns, which might assert such claims or demands as a result of the disposal of the property so entrusted to MWR."

(9) The local OGC or SJA legal representative should be consulted before establishing storage agreements or any procedure for disposal of abandoned property.

307. MWR Vehicles. An MWR vehicle is a self-propelled motor vehicle or any towable trailer intended for use on public roads, which includes on-base and off-base, and is used for the movement of supplies, equipment, and personnel that is being conducted on official MWR business. A Special Purpose Equipment/Vehicle is a vehicle/rolling equipment not otherwise classified above. Such vehicles may have been modified for specific purposes that would prohibit them from being used for any other purpose, e.g., golf ball pick-up tractor, golf carts, tractors, riding mowers, cement mixers, snowmobiles, go-carts, power cycles, trucksters, loaders, graders, segways, forklifts, cranes, aerators, and similar types of equipment. Vehicle

14 Jun 2013

movement restriction to on-base areas does not by itself qualify the items identified as special purpose equipment.

308. Policy on Use of MWR NAF Vehicles

a. NAF may be used to procure vehicles for Navy MWR purposes according to provisions in this manual and references (c) and (d). Official MWR business implies travel and transportation for authorized MWR purposes and programs.

b. Prestige vehicles will not be procured or financed with NAF.

c. The purchase of 15 passenger vans is not authorized. If a special requirement arises, written approval must be obtained in advance from CNIC HQ (N944).

d. Ships, staffs and other commands, squadrons, units or detachments of the operating forces of the Navy that leave MWR vehicles behind during periods when they are absent from their home ports or other places where vehicles are located, will turn over control of the vehicles to the nearest MWR activity ashore for custody and use while they are away from their home port.

e. NAF vehicles are depreciated over either a five or eight year time period. The actual useful life may be different according to local conditions. For DRMO purposes, the anticipated life expectancy for new MWR vehicles is established as a minimum of six years from manufacture or 72,000 miles. Vehicles obtained from DRMO or other sources will also follow the above criteria.

309. MWR NAF Vehicle Inventory and Registration. A central inventory of all NAF vehicles will be maintained by CNIC HQ (N944) through mandatory vehicle registrations. The MWR inventory will be updated continually through coordination with designated regional representatives. Regional representatives shall ensure registration, fuel, and maintenance information for all NAF vehicles is entered into the Base Support Vehicle and Equipment Management Information System (BSVEMIS). Fuel and maintenance information must be entered in to BSVEMIS quarterly to meet the mandated annual data reporting requirements of Executive Order 13423 and Energy Policy Act (EPAct) 2005.

310. Prohibited Use of MWR Vehicles. The use of MWR vehicles is prohibited for the following:

14 Jun 2013

- a. Transportation when APF vehicles are adequate or economical commercial transportation is available.
- b. Transportation between domicile and place of employment.
- c. Transportation for private business or personal engagements of military or civilian personnel, members of their families, or others.
- d. Transportation for official Navy business not associated with MWR programs.
- e. Any purpose that could be construed as competitive with private enterprise, for example the use of MWR buses or vans for a purpose that is not a MWR event or organized program.

311. Government-Owned APF Procured Vehicles. MWR may be permitted no-cost use of APF vehicles for official MWR business when approved by the Installation CO. Bus service in support of authorized MWR programs may be provided when such transportation can be made available without detriment to the mission of the activity and when funds are available. This service may be provided as outlined below.

a. MWR APF transportation may be provided on a non-reimbursable basis for the following categories:

- (1) MWR functional staffs engaged in routine direct administration support of MWR activities.
- (2) Teams composed of personnel who are officially representing the installation in scheduled competitive events.
- (3) DoD personnel and family member spectators attending local events in which a command or installation sponsored team is participating.
- (4) Entertainers, guests, supplies, and equipment essential to FFR/MWR programs.
- (5) Civilian groups transported to DoD installations in the interest of community relations when invited by the head of the installation or other authorized command authority.
- (6) MWR activities, such as recreational tours and trips, youth activities, etc., when fees are not levied upon the passengers (except fees made to cover the cost of the driver

14 Jun 2013

when not available from base transportation) and when approved by the Installation CO.

(7) MWR transportation can be provided for special activities such as scouting programs and private organizations as outlined in reference (f). Such service will be accomplished on a reimbursable basis covering all operations and maintenance costs of providing that service.

(8) MWR transportation may be used for "official" Navy functions such as change of command or retirement ceremonies.

b. Information regarding APF vehicle/equipment allowances is found in reference (g).

312. MWR NAF Vehicle Allowance Lists. MWR NAF vehicle allowance lists are established by the Installation CO or Region FFR Director. Supplemental APF vehicle support will be limited to minimum needed to carry out effective MWR programs. Allowance lists are not required for special purpose equipment/vehicles.

313. MWR Vehicle Administration, Operation, and Maintenance

a. The administration and operation of all MWR vehicles is a command function and must be administered under the direct supervision of MWR.

b. Reference (g) provides standards of maintenance, operation, and safety of vehicles. Many states offer vehicle inspections at no cost to the government. Such inspections are highly recommended.

c. MWR NAF vehicles should normally be fueled and serviced, when appropriate, using public works department facilities on a reimbursable basis, fleet fuel cards, or NAF purchase card. APF vehicles use APF gas cards, as applicable.

314. MWR NAF Vehicle Procurement and Disposition

a. General Purpose MWR Vehicles

(1) Local procurement of new vehicles from commercial sources should be supported with justification, including mileage and number of vehicles, with Navy registration numbers, to be replaced and cost to put the vehicles back in operation. A description of the desired replacement vehicle, including

14 Jun 2013

accessory equipment and purchase price will be provided. Government sources should be documented prior to procuring from commercial sources to ensure optimum savings to the activity.

(2) The procurement of vehicles by prudent selection from surplus sources is encouraged provided the additional vehicles do not exceed the authorized vehicle allowance and the other provisions of this instruction are met.

(3) The approval of the Installation CO or Region FFR Director is required before leasing a vehicle. The request should contain, but not be limited to the period of lease; cost; type of vehicle to be leased; reasons why the leased vehicle is required; and cost analysis of lease versus purchase. This provision does not apply to short-term vehicle rental, three months or less, to accomplish a specific purpose.

(4) A long-term vehicle and equipment-leasing program, vice purchase, has been implemented within Navy through General Services Administration (GSA). Careful consideration should be given to the leasing of vehicles through GSA prior to new acquisition. GSA numbers assigned to leased vehicles shall be used for vehicle registration in the NAVFAC BSVMIS vehicle database. This number must remain with the vehicle throughout the term of the lease. For other leased vehicles/equipment, a 400000 series number will be assigned by CNIC HQ (N944). In all cases, a Motor Vehicle Master Record must be submitted to CNIC HQ (N944) for registration in the BSVMIS database.

(5) In no instance will NAF owned vehicles be given or sold to any individual or non-Navy organization without prior and specific approval of the regional FFR director.

(6) Disposal of excess, serviceable vehicles procured with NAF will follow the provisions of section 306 above.

(7) Registration numbers shall be canceled using the procedures in section 315.

(8) NAF vehicles are not titled by State governments. SF 97, U.S. Government Certificate of Release, should be provided to the purchaser of any NAF vehicle sold via sealed bid procedures. This form will enable the purchaser to apply for State title and tags. CNIC HQ (N944) provides this form upon request from a command or regional representative.

14 Jun 2013

b. Special Purpose MWR Vehicles. Special purpose NAF vehicles may be purchased by local commands based on documented and justified requirements.

315. Registration and Licensing. FFR/MWR is exempt from the payment of State and local registration and license fees on vehicles, including trailers, operated beyond the limit of the Government reservation. However, the following regulations will be observed:

a. FFR/MWR vehicles and special purpose equipment, including long-term leased items, will be assigned a United States Navy (USN) registration number in the 400000 series. The USN number assigned to a property item will remain with that item throughout its life until disposal occurs.

b. Boats owned and/or operated in support of MWR programs are not normally assigned USN registration numbers. They should be registered in the State in which they are principally used according to the Federal Boat Safety Act of 1971. In States that require registration of U.S. Government boats, a request for a 400000 series USN number may be directed to CNIC HQ (N944).

c. Requests for USN registration numbers for newly acquired vehicles (including special purpose equipment) not previously registered will be submitted to CNIC HQ (N944) using a Motor Vehicle Master Record. This record may be transmitted by mail, fax, or e-mail. All letters of transmittal are requested to document actions that include new registrations, cancellations, and transfers to other commands.

d. Requests for change of vehicle ownership (including special purpose equipment) from one activity or afloat command to another will be submitted in writing to the activity commander or regional FFR director. Upon approval, notification must be made to CNIC HQ (N944) of the transfer through a Motor Vehicle Master Record transmitted by mail, fax or e-mail.

e. Requests for cancellation of USN registration numbers for vehicles (including special purpose equipment) that have been disposed of should be submitted in a memorandum from the activity to CNIC HQ (N944) via mail, fax or e-mail. License plates from disposed vehicles will be destroyed.

f. State license tags may be obtained and used in those states where State or local laws provide they be furnished to

14 Jun 2013

the U.S. government without payment of registration fee. Such a tag is displayed in addition to USN registration number.

g. Overseas, the prominent display of USN numbers or logo decals is at the discretion of the REGCOM/Installation CO.

h. A Motor Vehicle Master Record, Motor Vehicle Master Record, will be prepared for each vehicle to receive a USN number and registration. Once the Motor Vehicle Master Record data is in the database, license plates and vehicle decals will be express mailed to the sponsoring command. The USN number can be requested via telephone, letter, fax or e-mail. The requesting command has 90 days to submit a Motor Vehicle Master Record to CNIC HQ (N944) before cancellation. Afloat unit activities are encouraged to use fax and/or e-mails to accelerate completion.

316. Identification

a. MWR vehicles/equipment will be marked as follows:

(1) On sedans, station wagons, vans, truck, buses and truck-tractors, the six-digit "USN" license plate will be displayed on the front and rear of the vehicle.

(2) On trailers, the six-digit "USN" license plate will be displayed on the rear of the unit.

(3) On special purpose equipment the USN registration number will be affixed on the exterior where there are suitable surfaces to ensure adequate visibility.

b. MWR vehicles procured from commercial sources should be light blue or white if available at no added cost. Vehicles requiring repainting should be painted light blue or white. A mandatory color for special purpose equipment is not prescribed.

c. MWR special purpose equipment owned or leased for over 90 days will be identified by painted registration numbers. USN numbers may be affixed to license plates vice painted on the vehicle exterior for MWR or leased vehicles when additional cost or penalty is involved. A MWR decal (logo) may be affixed on an optional basis, but is not required.

d. MWR vehicles may contain activity advertisements. In general, USN registration numbers will be on the license plate

14 Jun 2013

and may be painted on the rear and sides and optional decal(s) affixed in an area where it will be prominently displayed.

e. Whenever a vehicle or trailer is disposed of, all vehicle identification will be removed or obliterated.

317. MWR NAF Vehicle Insurance

a. To be eligible for coverage, vehicles will be listed on the property record cards of the MWR activity and registered in accordance with the procedures in section 315.

b. Automobile insurance coverage is described in reference (h). The MWR Self-Insurance Program provides coverage necessary for NAF vehicles that are under the custody of MWR activities. Coverage is not applicable to vehicles operated outside the cognizance of CNIC controlled by Navy MWR activities; APF vehicles; vehicles leased for three months or less; or vehicles registered with USN numbers that are not operated as a part of an MWR activity.

318. NAF Facility Programs

a. Per the governing DoD and Navy funding policies for community facilities, it is a basic responsibility of CNIC, REGCOMs, Installation COs, and other support agencies to ensure proper recognition is given to MWR facilities in the development of facility investment Special Projects, Regional Integration Plans, and Military Construction Programs.

b. Detailed guidance for the administration of facility projects at Navy shore installations, inclusive of NAF funded initiatives, is in reference (i). The NAF chapter is dedicated to NAF capitalization efforts to include planning, nomination assessments, funding, submission, format and the approval process. Questions should be directed to CNIC HQ (N944).

Chapter 4

NON-FEDERAL ENTITY OR PRIVATE ORGANIZATIONS

Ref: (a) CNICINST 11000.1
(b) DoD Directive 1000.26E of 2 February 2007
(c) DoD 5500.7-R of November 2011
(d) DoD Instruction 1000.15 of 24 October 2008
(e) DoD Instruction 1015.10 of 6 July 2009
(f) SECNAVINST 5760.15

401. Non-Federal Entity (NFE) and Private Organizations. An NFE is a self-sustaining organization that is not an official component of the Federal government. An NFE may be incorporated or unincorporated. Examples of NFEs include Petty Officer associations, spouse clubs, the United Service Organization, fraternal organizations, colleges, school districts, and businesses. NFEs may include state or local governments, Indian tribal governments, corporations (charitable and non-charitable) or private organizations. (See reference (b))

402. Providing Support to a NFE or Private Organization Events. Logistical support to a NFE in the form of such things as access and use of installations and facilities, equipment (including telecommunications and information technology), consumable supplies and services may be provided when such support is on an occasional basis and the REGCOM or installation CO makes the determinations required by Section 3-211 of reference (c). The authority to provide logistical support to NFE events in reference (c) does not apply to NFE events that serve as fundraising or membership drive events.

403. NFEs Authorized to Operate on DoD Installations. Reference (a) provides policy governing NFEs on Navy installations. Reference (d) and its CNIC implementing instruction, reference (a), contain procedures for installation CO approval of NFE operation aboard Navy installations. While NFEs play a significant role in enhancing family readiness, installation COs are required by reference (d) to determine if the services of an NFE conflict with or detract from local morale, welfare and recreation (MWR) programs. Installation COs are authorized to eliminate duplication of services, particularly when these services compete with the installation's non-appropriated fund (NAF) revenue generating activities. In accordance with reference (e), MWR programs may not distribute, transfer, donate or loan NAF property or assets to a NFE unless a specific statutory or regulatory authority exists.

404. Attendance at MWR Events by Individual Civilians in the Community. Civilians from the community may be permitted to attend specific MWR events when approved by the Installation Commanding Officer. Civilians in the community may be allowed to attend MWR events subject to the following:

- a. Attendance or use is occasional and infrequent;
- b. Attendance does not directly compete with similar entertainment in the community;
- c. Reasonable procedures are established to ensure that community participation does not interfere with participation of personnel who are primary beneficiaries of the MWR program; and
- d. Appropriate fees are paid.

405. Use of Non-MWR Facilities by a NFE or Private Organization

a. When the REGCOM/Installation CO permits non-Federal entities or private organization groups to use base facilities under the provisions of reference (c) that are not under the control or jurisdiction of MWR, these usages are not considered to be MWR events even though MWR may provide services such as food and beverage concessions. In the case of such non-MWR events, MWR has no responsibility for legal liabilities which may arise as a result of the use of these facilities, except for the specific MWR services provided.

406. Use of MWR Facilities by a NFE

a. If utilization of base facilities is permitted, it is subject to the provisions of reference (e) and compliance with rules and regulations established by the installation CO or REGCOM. Generally, these events must:

- (1) Not undermine good order and discipline;
- (2) Not interfere with the orderly accomplishment of the installation mission;
- (3) Not prejudice or discredit the Navy;
- (4) Not glamorize or encourage irresponsible alcohol use;

14 Jun 2013

(5) Not entangle Navy in political candidates, activities, causes or controversies; or

(6) Not give inference or appearance of official sponsorship, approval, or endorsement.

b. An NFE shall not offer a program or services on a Navy installation that competes with appropriated funds (APF) or NAF activities, but may, when specifically authorized, supplement those activities.

407. Rental or Exclusive Use of MWR Facilities by a NFE. MWR facilities may be rented or booked by authorized patrons for use in conjunction with an NFE event. When this usage is fee-generating or MWR costs are being reimbursed, it does not constitute the providing of logistical support under reference (c) and none of the determinations required by reference (c) are required. Also, since no logistical support is being provided, the restriction against fundraising found in paragraph 3-211 (b) of reference (c) does not apply. A NFE may raise funds in conjunction with its use of MWR facilities to cover the costs of the event or to support future events. Reference (c) prohibits employees from endorsing or appearing to endorse an NFE or the fundraising activities of an NFE. The act of renting or booking the facility itself does not constitute endorsement of the NFE or its fundraising or membership activities.

408. United Service Organizations (USO) and Armed Services Young Men's Christian Association (ASYMCA).

a. Reference (f) contains policies of DoD and Navy relative to USO and designates USO liaison officers.

b. As stated in reference (e) and the Memorandum of Understanding (MOU) between DoD and ASYMCA:

(1) There will be no direct expenditure or distribution of NAF to USO or ASYMCA.

(2) In general, USO and ASYMCA will serve the U.S. Armed Forces primarily outside of military installations.

(3) Installation COs should ensure that USO and ASYMCA do not offer programs or services that duplicate or compete with military programs, particularly revenue producing activities, without the prior concurrence of the REGCOM.

c. Questions concerning local support of or cooperation with USO and ASYMCA should be directed to CNIC N92.

Chapter 5

PATRON ELIGIBILITY

Ref: (a) DoD Instruction 1015.10 of 6 July 2009
(b) OPNAVINST 1700.9E

501. General. The primary purpose of the MWR program is to meet the recreational and social needs of active duty personnel and their family members. All such personnel are authorized to use Navy MWR facilities, equipment, and services and to participate in all aspects of the MWR program. Once patron priority is established, use of MWR programs is on a first-come, first-served basis.

a. Use of MWR programs, including the purchase or rental of goods and services, is for the exclusive benefit of authorized patrons. The purchase or rental of goods and services from MWR activities on behalf of, or for resale to, unauthorized MWR patrons, groups or organizations is prohibited. This does not prohibit an authorized patron from purchasing an item of merchandise from a MWR activity to give as a gift.

b. Patrons are prohibited from using MWR facilities, programs or services to conduct a personal business based enterprise, except as permitted through properly executed concessionaire or services contracts.

c. Any person using an MWR activity will be positively identified as an authorized patron entitled to privileges of the activity. Proper security measures will be taken to prevent unauthorized use. Identification of authorized patrons will normally be ascertained by presentation of an official Armed Forces identification card or other official identification. Activity privilege or membership cards may be issued to those authorized patrons who are not entitled to an official Armed Forces identification card or a Uniformed Services identification card. Identification of club members who are charged dues will be by membership cards.

d. Patron Eligibility for Child and Youth Programs is identified in reference (b).

502. Priority Use. If MWR facilities cannot accommodate all authorized patrons, the REGCOM or Installation CO determines specific use priorities, based on patron eligibility criteria

14 Jun 2013

identified in enclosure (3) to reference (a) and the following clarification:

a. All active duty personnel including members of the Coast Guard, regardless of Armed Service affiliation or duty station, shall be provided access to MWR facilities, programs and services on an equitable basis. Establishment of patron priorities, which limit or restrict MWR facility access to one patron category or authorized group while permitting facility access by a lower priority category or group, is prohibited.

b. Members of the Ready Reserve and their family members shall be permitted use of Category C MWR activities on the same basis as Armed Forces members on active duty and their family members. Members of the Retired Reserve, including those who will qualify for retired pay at age 60 but have not yet reached age 60, and their family members, are permitted use of Category C MWR activities on the same basis as members retired from active duty and their family members.

503. Limited Use of MWR Activities. Enclosure (3) to reference (a) lists groups authorized limited use of MWR activities at the discretion of the REGCOM or Installation CO. The REGCOM or Installation CO may open Category "A", "B" and "C" MWR activities to these patrons based on local demand and capacity. Resale of food, State tax-free beverages, and tobacco products is restricted to amounts consumed on the premises, and to convenience merchandise incidental to daily participation. The sale of golf clubs, golf shirts and shoes, and bowling balls is prohibited. APF and NAF civilian personnel employed by MWR activities, and their family members, may purchase merchandise, without restrictions, from MWR resale activities (excludes Navy Exchanges).

504. Category C Activity Use by Members of the General Public Within the U.S. Members of the public within the U.S. may be permitted limited use of selected Category C MWR programs, with the exception of Navy motion pictures and Navy Flying Clubs, on a continual basis when the following criteria have been met and specifically approved by CNIC (N9) for each Category C MWR activity:

a. The REGCOM or Installation CO determines that adequate facilities are available and currently underutilized by authorized patrons;

14 Jun 2013

b. Written agreements are obtained from local government officials indicating no objections to expanded use of the Category C MWR program(s);

c. Written agreements are obtained from the local chamber(s) of commerce and local proprietor organizations, when applicable, indicating support for expanding patronage of specific Category C MWR program(s) to the general public;

d. An evaluation as to how use of facilities by members of the public is beneficial to military members and civilians in the community;

e. The proposal shall be reviewed by the local Staff Judge Advocate to ensure that use of facilities by members of the public will not conflict with Federal, State, or local laws;

f. Payment of fees/charges at a level higher than required of primary patrons and sufficient to prevent subsidization of civilian interests by the military community.

505. Guests. Authorized patrons may invite bona fide guests to an MWR activity. A bona fide guest is an individual who has been specifically invited by an authorized patron or group to the activity. The authorized patron assumes overall responsibility for the guest's conduct. In order to prevent unauthorized access to the activity, management will establish and maintain local monitoring procedures. REGCOMs or Installation COs will be sensitive to active duty patronage concerns when establishing a guest authorization policy.

506. Delayed Entry Program (DEP)

a. Under DEP, individuals joining the Armed Forces delay the date on which they enter active duty after signing their enlistment contract. This delay is usually only a few months. In the interim, before entry on active duty, these individuals are members of the Ready Reserve and authorized to use MWR activities.

b. To use MWR programs, DEP personnel will present a copy of their enlistment contract (DD 4) identifying them as part of the DEP program, together with a picture ID (e.g., driver's license).

507. Foster Children and Au Pair Foreign Nationals. Foster children of authorized MWR beneficiaries and unaccompanied au

14 Jun 2013

pair foreign nationals residing with authorized MWR beneficiaries who are their sponsors, are authorized access to Category A, B, and C MWR facilities. For purposes of MWR patronage, the following definitions shall apply:

a. Foster Child is a child, other than a sponsor's biological or adopted child, who is residing in a sponsor's home, and whose care, comfort, education, and upbringing have been entrusted to the sponsor on a temporary or permanent basis by a court or civilian agency, or by a parent of the child.

b. Au Pair Foreign National is a young adult, 18-26 years of age from another country, accepted by a United States Information Agency (USIA)-approved au pair organization and afforded the opportunity to learn and live with a military family within the United States while attending an accredited post-secondary institution of higher education for not less than 6 hours of academic credit or its equivalent. The military host family assumes responsibility for the au pair's room and board, remuneration for childcare services provided, and other contractually agreed upon expenses for the duration of a minimum period of 12 months, as is required by the USIA. These au pair foreign nationals are authorized access to Category A, B and C MWR facilities, with the exception of childcare services.

508. Use by a NFE or Private Organization. See Chapter 4 of this manual for usage details.

Chapter 6

COMMERCIAL SPONSORSHIP AND ADVERTISING

Ref: (a) DoD Instruction 1015.10 of 6 July 2009
(b) OPNAVINST 5380.1B
(c) SECNAVINST 4001.2J
(d) DoD Instruction 5120.4 of 16 June 1997
(e) DoD 7000.14-R, Volume 5 of May 2012
(f) DoD Instruction 1344.07 of 30 March 2006
(g) SECNAVINST 1740.2E
(h) CNO WASHINGTON DC 032305Z May 06 (NAVADMIN 128/06)
(i) DoD Instruction 1015.15 of 31 October 2007
(j) SECNAVINST 11011.47B

601. Commercial Sponsorship

a. Commercial sponsorship is a contractually based arrangement in which various types of sponsor recognition are provided in exchange for financial or in-kind consideration. Within the Department of Defense (DoD), only MWR activities can enter into and conduct commercial sponsorships. Commercial sponsorships can take a number of different forms but they generally consist of providing Navy MWR with financial assistance through funding, goods, equipment and services, or any combination thereof, by an individual, agency, association, company, corporation or other Non-Federal entity (NFE) for a specific limited period of time in exchange for public recognition, promotional tie-ins and advertising opportunities of commensurate value. Through a commercial sponsorship program, MWR activities are able to offer additional, unbudgeted events or enhancements to previously scheduled MWR events that otherwise would not be possible. Reference (a) sets forth DoD policy for the military MWR Commercial Sponsorship Program.

b. Commercial sponsorship agreements may not include provisions that allow sponsors to directly solicit, conduct or negotiate sales or engage in discussions regarding any terms or conditions regarding the purchase of products or services at MWR events and facilities. Such direct sales activity may not be included in a commercial sponsorship agreement. Agreements authorizing the sale of items must be set out in a concession contract even if the concession contractor is also a sponsor.

c. Commercial sponsorship agreements will not be used to provide access to or use of Navy installations or facilities. If such use is contemplated, a real estate license, lease or

other appropriate real estate document must be executed. Commercial sponsorship agreements may not contain clauses which obligate the Navy to provide logistic support to the sponsor other than the necessary use and logistic support directly related to the act of performing sponsorship activity. Real estate licenses are required to permit NFEs to take action upon or use Navy installations and facilities.

d. Commercial sponsorship does not include volunteer work or activities, or outright donations where no volunteer or donor recognition or acknowledgment is expected or required (see reference (b)).

e. Commercial sponsorship does not include or refer to those products and services considered to be gifts and processed by the Navy per reference (c) or those items considered to be premiums, coupons or limited samples through an authorized MWR marketing campaign.

602. Authority to Conduct Commercial Sponsorship

a. Only Navy military MWR may enter into a commercial sponsorship agreement, accept commercial sponsor benefits or otherwise perform commercial sponsorship activity unless a specific exception or waiver is granted per enclosure (11) of reference (a). Commercial sponsorships may be either unsolicited or solicited and all sponsorship solicitations shall be made by the region or installation MWR director or a designated MWR sponsorship coordinator. All aspects of the commercial sponsorship program shall be administered and conducted by the MWR activity's designated commercial sponsorship coordinator except where the MWR director has formally appointed others to solicit sponsorships on behalf of the MWR program.

b. Commercial sponsorships may not be solicited, accepted or performed in any way on government property by any official command or activity or any entity other than MWR. Civilian MWR activities, private organizations and NFEs including but not limited to Navy Ball Committees, special interest clubs or associations, the Navy League, USO, etc., may not solicit, accept or perform commercial sponsorships on Navy property. The groups may not conduct commercial sponsorship for fundraising or other events while on a Navy installation or property. Navy MWR may not partner, sell, lease, franchise or otherwise authorize others to perform any aspect of commercial sponsorship not expressly permitted by this instruction.

c. Limited sponsor recognition in the following circumstances does not constitute commercial sponsorship and is permissible:

(1) Contracted Entertainment. Frequently, entertainment acts that are booked either by MWR, other military services, DoD or NFEs to appear on an installation are financially supported by sponsors and have pre-existing contractual obligations that require the act to recognize their sponsors whenever and wherever they perform. The existence of these pre-existing and outside sponsor agreements serve to reduce the cost of booking the act and can benefit the MWR program. Sponsor recognition in these situations does not constitute a prohibited performance of commercial sponsorship by non-MWR entities and is permissible when it: (1) consists of verbal acknowledgment or is passive in nature (limited to signage or print only and does not include sponsor-manned booths or personal or verbal interaction with those in attendance); (2) does not violate any existing Navy MWR or NEX agreements; and, (3) is limited to the event venue.

(2) Sponsor Recognition During Authorized Use of Navy Facilities. NFEs (to include private organizations), sometimes use Navy facilities for private events for their members or invitees. Examples include such things as local Chambers of Commerce use of MWR facilities for meetings or the Navy League's use of golf facilities for private golf outings. Navy MWR can financially benefit from these transactions. Recognition of a sponsor by the NFE in these situations does not constitute a prohibited performance of commercial sponsorship by non-MWR entities and is permissible when:

(a) the event is intended for the members of the NFE or private organization and is not open for general attendance by authorized MWR patrons; and

(b) all sponsorship recognition is passive in nature (limited to signage, print or podium recognition only) and is aimed only at event attendees and is limited to the event venue. It is both possible and permissible for the NFE or private organization to have individual members who are also authorized patrons of MWR. Their attendance at the event is considered to be as members of the NFE or private organization and has no effect on this rule.

(3) Public Affairs. Per reference (d), identifying MWR sponsors as part of news broadcasts, newspaper articles, press

releases and other public announcements regarding an event is not considered commercial sponsorship and is authorized. Commercial sponsors of Armed Forces Professional Entertainment and MWR events may be mentioned routinely with other pertinent facts in news stories and announcements in DoD newspapers and other news releases. Armed Forces Radio and Television Service (AFRTS) outlets may mention the name of a commercial sponsor, along with other relevant facts, in news stories and local announcements concerning sponsored MWR events and programs. Names of commercial products or companies related to prizes offered in MWR events may also be mentioned in news stories.

603. General Requirements

a. Sponsor and MWR activity obligations and entitlements shall be incorporated into a written agreement for a period not to exceed one year. Agreements may contain up to four option periods but the base contract and options may not exceed a total of five years.

b. The level of sponsorship benefit (promotional and advertising value) provided to the sponsor by MWR shall be commensurate with the amount of financial benefit (either cash or in-kind) provided by the sponsor.

c. Commercial sponsorship opportunities should be coordinated with the NEX store manager at the installation where the sponsored event is being held to ensure such agreements do not violate existing contracts or other agreements between the NEX and its vendors.

d. Frequently, sponsors are also vendors or suppliers to MWR. No special concessions or favored treatment may be provided to these sponsors except as expressly provided for in the sponsorship agreement. Conversely, vendors and suppliers that elect not to enter into commercial sponsorship agreements will not be treated with disfavor or suffer any form of reprisal.

e. An appropriate disclaimer is required in all forms of printed promotional and advertising material of the sponsor and any form of public recognition provided by MWR. The following disclaimer is approved for use:

"The Department of the Navy does not endorse any company, sponsor or their products or services."

f. The obligations and entitlements of the sponsor and MWR shall be clearly stated in the body of the agreement with sufficient detail to adequately and clearly identify the parties' mutual obligations.

g. The commercial sponsorship agreement must contain a clause in which the sponsor states that sponsorship costs will not be charged to any part of the Federal Government.

h. Agreements involving television and radio broadcast rights to MWR events, and any broadcasted pre- or post-event publicity related thereto, may be authorized only after coordination with and following the approval of the command's Public Affairs Officer (PAO).

i. Commercial sponsorship agreements shall be reviewed for legal sufficiency and compliance with this instruction and its references by an Office of the General Counsel (OGC) attorney or a Judge Advocate General (JAG) attorney. A written record of the existence of the legal review must be maintained. Standardized, pre-approved sponsorship agreements may be used and the specific arrangements for their use and legal review will be agreed upon by the cognizant legal office.

j. Authority to sign commercial sponsorship agreements is hereby granted to REGCOMs, region N9 managers, region program directors and region MWR directors. Signature authority may be delegated in writing by any of these individuals to the installation level. The individuals listed above may also formally designate commercial sponsorship coordinators. Commercial sponsorship coordinators must be formally appointed in writing before they can solicit or negotiate commercial sponsorship agreements.

604. Off-Base Financial Institutions (Banks and Credit Unions). Per reference (e), Chapter 34, paragraph 340404, off-base financial institutions are not permitted to directly compete with financial services offered by on-base banks or credit unions. However, as authorized by reference (a), enclosure (11), paragraph 1b (13), off-base financial institutions may serve as commercial sponsors for MWR events as long as promotions are limited to product lines and services not offered by either on-base bank or credit union where the MWR event is being held. All promotional materials of the financial institution sponsor to be distributed under the agreement must be specifically identified and approved in the agreement before any of the materials may be displayed or distributed.

605. Sponsorship Agreements with Personal Financial, Insurance and Securities Providers. References (f) and (g) strictly control the direct sales solicitation by insurance companies and financial service providers aboard military installations. These service providers are permitted to enter into MWR commercial sponsorship agreements. However, at installations where there is a DoD approved on-base banking institution, these service providers may not be permitted to advertise any products or services that are offered by the on-base financial institution. The commercial sponsorship agreement must specifically list all promotional activity the sponsor will undertake and expressly state that no other sponsorship activity will take place beyond what is identified in the agreement. Personal financial, insurance and securities sponsors may not obtain personal contact information from attendees at MWR events without the knowledge and written consent of the attendee.

606. OCONUS Commercial Sponsorships. All commercial sponsorship activity must comply with any applicable Status of Forces Agreement, treaty and local laws, including any requirements regarding the solicitation of U.S. and non-U.S. companies. OCONUS sponsorship agreements with other than U.S. manufacturers and dealers of vehicles are authorized; however, any publicity, display or sponsor recognition may not be for a period greater than 10 days.

607. Alcoholic Beverage Producers and Distributors. Sponsorship by producers and distributors of alcoholic beverages cannot be solicited. Unsolicited sponsorship opportunities may be accepted and sponsorship agreements may be signed with alcoholic beverage producers and distributors provided they are consistent with this section. Sponsors may not provide alcoholic beverage samples to patrons as a promotional activity under a sponsorship agreement. This does not prohibit MWR from conducting wine or beer tasting type events which may be supported by commercial sponsorships from alcoholic beverage producers or distributors. Consistent with DoD and DON policy regarding the de-glamorization and responsible use of alcohol, all sponsorship agreements must contain a provision that requires the sponsor to display the government warning below on all containers and signs as required by the Alcoholic Beverage Labeling Act of 1988 and its implementing regulations:

GOVERNMENT WARNING: (1) ACCORDING TO THE SURGEON GENERAL, WOMEN SHOULD NOT DRINK ALCOHOLIC BEVERAGES DURING PREGNANCY BECAUSE OF THE RISK OF BIRTH DEFECTS. (2) CONSUMPTION OF

**ALCOHOLIC BEVERAGES IMPAIRS OUR ABILITY TO DRIVE A CAR OR
OPERATE HEAVY MACHINERY, AND MAY CAUSE HEALTH PROBLEMS.**

608. Prohibited Types of Sponsorship Agreements. Commercial sponsorship agreements that promote any of the following products, services or entities are prohibited:

- a. Tobacco.
- b. Predatory loans including automobile title pawn, tax refund and pay day loans as well as rent-to-own furniture as described in reference (h). Questions regarding whether a proposed sponsorship agreement would violate this provision should be referred to an OGC or JAG attorney.
- c. Parties identified on the Excluded Parties List System (www.epls.gov) and barred from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits.
- d. Locations identified as off-limits to military personnel or any other entity that would reflect poorly or determined to be inconsistent with the values of DoD, DON, the installation or Navy MWR.
- e. Religious, fraternal or political organizations. Any religious, ideological or partisan political party or movement desiring to promote a particular denomination, religious or political position, party or agenda.

609. Authorized Types of Sponsorship Benefits. The following are examples of the types of sponsorship benefits that can be offered to sponsors:

- a. Signage or banners (quantity, size, design, location and duration of display should be specifically addressed in the agreement).
- b. Posters for use in advance of performances or events.
- c. Seasonal signage (e.g. outfield billboards).
- d. The right to have the sponsor's logo or name on publicity materials, programs, tickets, etc. The commercial sponsorship agreement may authorize the sponsor to distribute printed programs or guides at an event. These programs may credit the commercial sponsor or its products or services. The

sponsor may sell space in event programs to advertisers without being considered a prohibited sub-sponsorship. Prohibited sub-sponsorship arrangements occur when a sponsor secures a promotional right or opportunity from MWR under a sponsorship agreement and then sells some or all of that right or opportunity to another sponsor. MWR must maintain a direct contractual relationship with all entities that act as sponsors aboard an installation.

e. Acknowledgement in news releases and radio announcements.

f. Verbal acknowledgment. Verbal acknowledgements of a sponsor occurring more than once at an event requires a verbal disclaimer. For events lasting more than three hours, the disclaimer should be read once every two hours at a minimum.

g. Event tie-in with in-store product displays in cooperation with the NEX, Commissary, or MWR retail operations.

h. Product sampling (giveaway samples). Samples of a sponsor's products may be distributed except for samples of alcoholic beverages and tobacco products.

i. Title recognition for individual act or segment of a show. The title of an individual act or segment in a show or event may identify the commercial sponsor, its products, or a service, as long as the title does not contain any reference to any part of DoD. For example, "Smith Bowling Corporation Presents John Doe and His Bowling Tricks" is permissible. However, the following are NOT PERMISSIBLE: "The Navy and Smith Bowling Corporation presents..." or "The Smith Bowling Corporation as the Official Navy Sponsor presents..."

j. Title naming rights for event. A sponsor is not entitled to have a Navy event named after the sponsor. It is not permissible to have "The Smith Bowling Corporation Air Show." However, it is permissible to have "NAS Flyover Air Show presented in part by Smith Bowling Corporation" or "NAS Flyover Air Show is sponsored by Lowland Corporation."

k. Miscellaneous advertising such as donated place mats, napkins, scorecards, and other similar items of nominal value that identify the commercial sponsor's name, products, or services do not require disclaimers.

l. Sponsorship of an individual youth or adult athletic team. Through an appropriate sponsorship agreement, a sponsor's name or logo may be displayed on T-shirts, hats, uniforms, etc. MWR must ensure that equipment and uniforms for all teams are of equal quantity and quality, regardless of whether or not all teams have sponsors or who the sponsor is. A disclaimer must be either posted at the competition site or read to the audience at least once during any sporting event where such uniforms are worn.

m. Product displays are a permitted benefit that can be offered to a sponsor during an event or for the length of a particular program (such as a softball season). Appropriate disclaimers must be placed in proximity to the display.

n. Chalets or tents may be provided as a sponsor benefit under commercial sponsorship agreements if the use is dedicated solely for the use of the purchasing commercial sponsor. The Navy cannot bargain for or accept any access to the sponsor's chalet or tent (or any of the accompanying benefits) under the commercial sponsorship agreement. Any invitations or arrangements for Navy employees or officials to visit a sponsor's chalet or tent and accept any benefits of attendance should be reviewed and coordinated by the employee's or official's command Ethics Advisor. All of the terms of use of the chalet or tent shall be spelled out in the sponsorship agreement.

o. Premium parking, seating or tickets to the sponsored event may be included as a benefit to the sponsor. If these benefits are provided to a sponsor, the sponsorship agreement must state that the sponsor is not permitted to sell these benefits to the public. Due to the military nature of the event, such an occurrence could create the erroneous impression that Navy MWR benefits are being sold to the public.

610. Unauthorized Types of Sponsorship Benefits. Commercial sponsorships are just one of the many business agreements and contracts that MWR enters into on a recurring basis with vendors, suppliers and corporations. These are arms length business transactions freely entered into by the sponsors in which the sponsor receives a bargained for benefit. Commercial sponsors are not making gifts to the Navy. Accordingly, no more than 10 percent of the income received from any given sponsor or sponsors (including the value of in-kind benefits received) may be used to fund or host a 'sponsor appreciation' event for those sponsors. Sponsors may be personally and publicly thanked for

their sponsorship support of MWR (and the event); their willingness to enter into a sponsorship agreement in which they receive valuable advertising and promotional benefits does not warrant the expenditure of valuable NAF resources to host receptions for them. NAF resources may be expended in support of reasonable efforts to secure these valuable business agreements. For example, if MWR wanted to host an informational marketing meeting or program for the purpose of informing potential sponsors of future sponsorship opportunities, NAF resources could be used to provide normal and reasonable refreshments during the meeting or program. Other reasonable costs for developing sponsorship and advertising revenue are permitted. Such costs can include travel and training costs for sponsorship personnel. An example of appropriate use of NAF to expand sponsorship and advertising business is the cost of event mementos, printing brochures and collecting event financial and demographic data. This information may be presented to sponsors and potential sponsors to encourage sponsors to enter into sponsorship agreements. All costs should be reasonable, both in nature and amount and must bear a reasonable relationship to the projected return on investment of such funds.

611. Solicitation of Sponsorship Agreements. In order to achieve the greatest financial return to the MWR program, there must be adequate competition between sponsors for the right to have their products and services promoted to MWR patrons. Instead of direct one-on-one contact with potential sponsors, MWR directors, with assistance and guidance from NAF contracting specialists, should develop formal solicitation procedures in order to reach a larger number of potential commercial sponsors.

a. Solicited commercial sponsorship shall be based on principles of full and open competition similar to those guiding NAF contracting. Solicitation announcements may be placed in appropriate publications or web sites to reach the maximum number of potential sponsors (e.g., www.fbo.gov) or may be mailed directly to potential sponsors. When direct mailing is used, care should be taken contact all local merchants of a similar type to preclude preferential treatment by denying some merchants the opportunity to compete for a commercial sponsorship. Assistance can be obtained from regional OGC attorneys and NAF warranted contracting officers. Officials who exercise contracting authority are not permitted to solicit for commercial sponsorship. This is to prevent the appearance that award of NAF contracts might be to entering into commercial sponsorship agreements.

b. Sponsors shall be solicited competitively from an adequate number of sources and generally will be limited to firms and organizations involved with consumer products and services.

c. The use of marketing or promotional firms to assist the MWR commercial sponsorship program by finding potential commercial sponsors and arranging contact with MWR for the purposes of MWR soliciting and negotiating commercial sponsorship agreements is permitted. If a marketing firm is used to support the commercial sponsorship program, a contract must be awarded to obtain the services of marketing firms. Marketing firms may be compensated on a flat rate or percentage rate. Marketing firms may not enter into sponsorship agreements on behalf of MWR nor may they administer sponsorship agreements.

612. Unsolicited Sponsorship. Unsolicited sponsorships are initiated by the prospective sponsor without prior knowledge of the needs of the MWR program. Upon receipt of an inquiry from a prospective sponsor, the MWR sponsorship coordinator may inform the sponsor of the MWR program's needs and opportunities that may interest the would-be sponsor. Unsolicited sponsorships are subject to the same guidance provided for solicited sponsorship.

613. Use of Commercial Sponsorship Proceeds. All funds, products and services secured through MWR commercial sponsorship constitute NAF resources and may only be used in support of the MWR program. Commercial sponsorship funds and support received explicitly for Warfighter and Family Services (WFS), when executed as a Category A MWR program, may be executed as NAF in support of the WFS program. Funds received as a result of commercial sponsorship may not be used to make up for shortages of command APF funding or to fund things that are properly funded by command mission funds.

614. Recordkeeping and Annual Reports. MWR activities shall maintain records to capture both the number and dollar value of all commercial sponsorship agreements entered into. Records shall include the sponsor's name, address, type of business, as well as the type and amount of consideration received by MWR from the sponsor. All commercial sponsorship agreements with alcoholic beverage producers, distributors or retailers must be clearly identified. This information will be collected annually from the regions and used by CNIC to provide required reports on the Navy's MWR commercial sponsorship program. Format for reporting this information is as follows:

COMMERCIAL SPONSORSHIP ANNUAL REPORT FOR FY () [NAME OF REPORTING INSTALLATION OR REGION]					
NAME, ADDRESS TYPE OF BUSINESS OF SPONSOR	CASH	VALUE OF IN-KIND CONSIDERATION	DESCRIPTION OF IN-KIND CONSIDERATION	DISPOSITION OF CASH AND IN-KIND	TOTAL VALUE OF SPONSORSHIP

615. Advertising of MWR Programs and Events. Reference (a), enclosure (11), sets forth advertising policy for MWR programs. Navy MWR must communicate its presence and availability of services offered to as many potential MWR patrons as possible. MWR may purchase advertising to promote its events and programs, where authorized in Armed Forces newspapers and civilian enterprise (CE) publications produced primarily for distribution on a military reservation or to authorized MWR patrons. Advertising communications shall be directed primarily at authorized patrons for the event or service being promoted.

a. Information in MWR advertising typically includes information about sales of goods and services, including brand names and item prices except for alcoholic beverages and bar prices, which shall not be included in advertisements. Entertainment and social event advertising may specify names of feature acts, films, or talents, hours of operation, admission prices or cover charges, prizes to be awarded and name of commercial sponsors, if any.

b. Armed Forces installation newspapers and Armed Forces Radio and Television Service may carry unpaid non-commercial news stories, announcements, and listings of services offered by MWR. Names of MWR commercial sponsors and brand name of prizes to be awarded may also be reported.

c. MWR may produce or prepare media for local dissemination directly to authorized patrons. When a publication is identified with a particular MWR activity or program (e.g. bowling center) and produced with either APF or NAF, it cannot contain commercial source product, and in the case of food, beverage and entertainment facilities, bar prices or other material that implies government endorsement of a specific commercial product or service. All media produced at the expense of a Category C activity will be mailed at the MWR

activity's NAF expense. A bulk mail permit is recommended. Reference (i), enclosure (4), Table E4T1, provides further guidance and instruction.

d. Authority for distributing CE publications through official channels is limited to those newspapers and other publications authorized in reference (d). MWR newsletters or similar publications containing commercial advertising and voluntarily initiated by a CE publisher at no cost to the government or the NAFI can be made available to patrons if the following conditions are met:

(1) Navy MWR program and event information is released to the CE publisher after coordination with the PAO.

(2) A CE publisher prints the publication and provides copies at no cost to MWR.

(3) There is no contractual relationship that either requires or gives exclusive rights to the CE publisher to provide the publication or that requires the Navy to furnish the information.

(4) The CE publisher delivers the publication to the MWR offices or facility involved, where it can be casually picked up by interested patrons.

(5) The CE publication contains a prominently displayed disclaimer indicating that the Navy does not endorse any services or products advertised in the publication.

(6) Other CE publishers desiring to provide the same service are given similar opportunities.

e. MWR may include a publication that carries commercial advertising as an authorized insert in the base newspaper, subject to review by the installation's PAO. MWR must not solicit or sell this advertising. The PAO must include provision for these publications in the formal letter of solicitation to private publishers for production of CE newspapers on base.

(1) Voluntarily initiated media prepared by suppliers and other non-DoD sources that are primarily advertising devices are not authorized for distribution through official channels.

(2) When such media are placed in locations on DoD installations for personal pick up, they must contain a disclaimer that they do not express or imply endorsement by the Navy or the Federal government nor are they paid for or sponsored by them. A disclaimer is not required for items provided as premiums.

f. MWR may purchase, prepare and produce premiums for distribution to authorized patrons. A premium is merchandise offered as a bonus or incentive to advertise an MWR product, service, program or event. Examples of premiums include ballpoint pens, plastic rulers, etc., with an intrinsic unit value of less than \$10 retail.

(1) MWR may also accept premiums, whose minimal intrinsic unit value is less than \$10 retail, voluntarily initiated and prepared by suppliers. Tobacco and alcohol premiums shall not be accepted for distribution.

(2) MWR may not solicit funds from suppliers or other NFEs to offset the cost of premiums. Neither may MWR request suppliers or sources to prepare or provide special premiums at their expense unless provided for under a commercial sponsorship or other written agreement.

g. MWR may use point of sale displays and promotional material, such as reduced price and special offer coupons, and may participate in national and local coupon redemption programs available to the public or to the military community. The MWR program manager should evaluate participation in national or local coupon redemption programs on a case-by-case basis.

h. MWR may contribute articles and stories for publication as unpaid information items in base newspapers, Plan of the Day, and other media that may or may not be intended primarily for distribution on a military installation to publicize MWR events and other activities and programs of general interest to authorized patrons. Coordination with the installation PAO and supporting legal counsel is required when items are released to external media.

i. MWR may use NAF to advertise MWR events in appropriate civilian (off-base) media when events are open to the public. Such events will be infrequent, not weekly or monthly, and will not directly compete with similar events offered in the local civilian community. The advertisement of resale merchandise or

the sale of State tax-free tobacco products and beverages during these events, except for on-premise consumption, is prohibited.

616. Sale of Advertising by MWR. MWR may sell commercial advertising opportunities in media produced for or prepared by MWR with NAF funding. For the sale of advertising, the following limitations apply:

a. The advertising will not contain as a condition the exclusion of any other product, service or advertisement, or the granting of any additional benefit to a supplier.

b. Publication of paid advertising to MWR is bound by the same standards of propriety that apply to CE newspapers discussed in reference (d).

c. Advertising must include a disclaimer that it does not constitute an official endorsement. Due to the unique nature of electronic billboards, printed copies of the disclaimer are to be available should they be required.

d. Acceptance of paid commercial advertising is prohibited on AFRTS, local commander's channels, or any APF funded electronic media.

e. REGCOMs/Installation COs shall decide the acceptability of advertising and must consider public perceptions, impact on the local economy, and the effect on local CE newspapers. This decision authority may be delegated in writing to the regional or installation N9 level.

f. Advertising in the installation's MWR, NAF-funded media is based on reaching bona fide users per established patronage policies.

g. The media are not distributed off the military installation.

h. The sale of advertising must be accomplished under a written contract and reviewed by a regional OGC attorney.

i. Local accounting records are to be maintained to support advertising income and expenses.

j. Advertising purchased by suppliers or other non-DoD sources in media not prepared or produced by MWR that relate to

MWR program activities must include a disclaimer similar to that described earlier in this chapter.

k. Commercial sponsorship and advertising are closely related concepts and in some instances the promotional benefits provided to companies by MWR under these two programs can be very similar (e.g. signs or banners). None of the policies contained in this instruction regarding what constitutes a proper commercial sponsorship, may be avoided by entering into an advertising contract under this section. All rules governing the types of entities who may enter into commercial sponsorship agreements with MWR and what types of promotional benefits MWR may offer under commercial sponsorships also apply to advertising

617. Civilian Enterprise Newspapers, Installation Guides, and Quality of Life (QOL) Guidebooks

a. Reference (d) contains DoD policy for CE newspapers and installation guidebooks. CE newspapers and installation guidebooks fall under the domain of the PAO and are intended to serve as a means to disseminate unofficial information about the local command and surrounding community.

b. CE newspapers and other similar PAO media are not intended to serve as a revenue generator for Navy MWR or other NAFIs.

c. MWR is not authorized to administer official newspapers, CE newspapers or installation APF-funded guidebook contracts (see reference (d), paragraph 6.2.3). However, MWR may produce NAF-funded unofficial guidebooks. Such guidebooks should contain information on local MWR programs, services and event and related FFR programs and services. The MWR guidebook may contain a brief history of the base and a listing of important phone numbers. It should not contain a detailed history of the base, tenant commands or a base-wide phone directory.

d. Reference (a), enclosure (12), authorizes military MWR activities to sell advertising to civilian businesses for inclusion in MWR media, to defray development, printing, distribution and overhead costs associated with the product. MWR should not compete for the same advertisers as those of the local CE newspaper or installation guidebook.

618. Commercial Billboards. Construction or display of commercial billboards or similar signs promoting private,

CNICINST 1710.3
14 Jun 2013

commercial or political interests on Navy-controlled property is prohibited (see reference (j), paragraph 9c(9)).

Chapter 7

**SPORTS PROGRAM
(ARMED FORCES AND HIGHER LEVEL)**

Ref: (a) DoD Instruction 1330.04 of 31 August 31 2010
(b) 10 U.S.C. §717

701. Athletic Sports. Reference (a) sets the framework of the Sports Program. Athletics represent the area of sport concerned with excellence or success in sports performance. The athletic participant receives specialized external guidance. This higher level competition is provided for all eligible active duty personnel based on verifiable athletic qualifications. Four program areas comprise athletic sports: Navy Trial Camp, Armed Forces Sports Championships, Conseil International Du Sport Militaire (CISM), and national and international competitions.

a. Athletic Competitions. Athletes and team coaches are recommended and endorsed by their Commanding Officer and MWR Sports Coordinators, or MWR Fitness Directors for admission to Navy Trial Camps, Armed Forces Sports, CISM, and national and international competitions, and must submit applications to CNIC HQ (N921C) for consideration. Athletes selected for these camps will compete for roster spots to represent the Navy at higher level athletic competitions.

b. Eligibility. Personnel are eligible for Navy athletic sports under the following conditions:

(1) All officers and enlisted personnel, including Ready Reservists either in a drilling status or full-time support, are eligible to participate in the regional and higher level competitive sports programs. Individual Ready Reservists are not eligible.

(2) Naval Reserve Officers Training Corps (NROTC) personnel, and U.S. Naval Academy (USNA) midshipmen are excluded from participation in Navy Trial Camps, Armed Forces championships, and CISM sports events.

(3) Professional boxers may not enter Navy boxing competition events.

c. Applications

(1) Applications for participation in scheduled Navy Sports Trial Camps must be submitted to CNIC HQ (N921C)

14 Jun 2013

electronically to All_Navy_Sport@navy.mil. The All-Navy sports application can be obtained from the All-Navy MWR Sports Program web page at www.allnavysports.org. In all cases, applications must be forwarded via the Commanding Officer. Since the number of participants for each trial camp will be limited, it is essential that only candidates with proven ability to compete in higher levels of athletic competition be nominated. All applications for sport trials camps must be received by CNIC HQ (N921C) not later than 30 days before the start of each trial camp or Armed Forces Championship for sports without trial camps. All applicants will be notified by CNIC HQ (N921C) of their selection to the trials/training camp. Listed below are the minimum standards for trial camps. As these standards are the minimum, meeting these standards does not confer automatic selection for trial camp. All standards must be verified when applying. Verifications may be in the form of handicap cards, newspaper results, and official league or meet results.

Minimum Standards for Trial Camps (Average, Handicap, Time, etc.)		
Sport/Event	Men	Women
Bowling	205	Open
Golf	5	Open
Cross Country:		
5,000M	16:00	20:00
10,000M	34:00	40:00
Triathlon		
Olympic distance	2:10.00	2:28.00
Marathon	2:45.00	3:15.0

(2) U.S. Coast Guard personnel are authorized to participate in the All-Navy Sports program and should forward their applications to Commanding Officer, Community Service Command (CSC), Chesapeake, VA 23320. That office will coordinate with CNIC HQ (N921C) for possible selection and necessary arrangements of U.S. Coast Guard participation in Navy sports trials or training camps. Any further information or questions concerning the sports trials or training camps may be referred to CNIC HQ (N921C).

d. Selection of Candidates. All personnel shall have an equal opportunity to participate. Accordingly, a continuous

14 Jun 2013

program of selection must be maintained to reach those just entering the Navy, recent transferees, and personnel who have developed skills during active duty. Selection of personnel for sports trial camps to compete for places on the All-Navy Sports teams will be made by CNIC (N921C) and will normally be based on the following criteria:

(1) Certified information and reference check obtained from the applicant's application form.

(2) Known athletic ability as demonstrated by results in recent national, collegiate, or international competitions.

(3) Qualifying standards as contained in the table above may apply as selection criteria.

e. Orders. Instructions or authority to issue orders for personnel selected to report to an installation for a trial camp will be forwarded by CNIC HQ (N921C).

702. National and International Competition

a. Applications. Personnel who feel they possess the high degree of athletic ability required to represent the Navy in Armed Forces and/or national championships or the United States in any other approved international competitions may apply to CNIC HQ (N921C) or to the Commanding Officer, Community Service Command as appropriate. Reference (b) refers. The application form can be obtained from the All-Navy Sports Program web page at www.allnavysports.org. All applications must be forwarded via REGCOMS or Installation COs. Application for participation in international training or competitions in those sports not on the Armed Forces Sports schedule may be forwarded anytime. These applications will be subject to an evaluation by the appropriate national sports governing body for that sport. Only prime candidates, as verified by the national sports governing body, will be considered for CNIC financial support. Prime candidates may require special consideration in duty status or location to accomplish specialized athletic training. CNIC HQ (N921C) will endorse and forward such request to NAVPERSCOM (PERS-46) for consideration.

b. Selection of Candidates. Selection of personnel for training to compete in national and international competitions will be made by CNIC HQ (N921C) and will normally be based on the following criteria:

14 Jun 2013

(1) Certified information and reference check as obtained from the applicant's application.

(2) Known athletic ability as demonstrated by results in recent national, collegiate, or international competitions.

(3) Results of competition in the Armed Forces Sports Championships.

(4) Qualifying standards contained in this chapter may be applied as selection criteria.

c. Financial Support of Trial/Training Camp Athletes. The following support for participation in higher level competition may be provided by CNIC HQ (N921C):

(1) Commercial and/or Air Mobility Command (AMC) transportation from duty station to training/competition site and return to permanent duty station is authorized. However, individuals electing to travel for personal convenience by means other than those scheduled by CNIC HQ (N921C) will not be reimbursed. Reimbursement for travel by means other than those scheduled by CNIC HQ (N921C), such as POV, will be provided only upon approval of requests submitted in advance. Except in an emergency, commands will not change scheduled transportation without prior approval of CNIC HQ (N921C).

(2) Berthing will be provided at no cost to each participant.

(3) In certain situations, financial support for incidental expenses, entry fees, passport fees, local transportation costs, etc., may be authorized for athletes traveling to trial camps and competitions held away from the hosting site.

(4) Funds for support of individuals selected to train for teams that will represent the Navy in higher levels of sports competition will be furnished by CNIC HQ (N921C). Upon selection to participate in higher level sports competition, individuals will be equipped, transported, and given subsistence by the sponsoring agency in the same manner as are civilian members of the team if the team composition is other than all military. All CISM competition is within the military and funding in each case will be as directed by CNIC HQ (N921C).

14 Jun 2013

d. Assignment and Training. Personnel who are selected to participate may be placed on duty at such places and for such periods as is necessary to accomplish the following:

(1) To train for and participate in higher level sports competition.

(2) To plan, observe, or coordinate matters about authorized sports competitions.

703. Hosting of Navy Sports Trials, Armed Forces Sports Championships, and Conseil International Du Sports Militaire (CISM) Competitions

a. Responsibilities. The following will be provided by the host command:

(1) Berthing and messing for all authorized squad members.

(2) Game equipment and supplies.

(3) Transportation adequate to meet competitive or abnormal subsistence requirements.

(4) Publicity.

(5) Suitable awards ceremony, if required.

(6) Officials of recognized professional status, if necessary.

(7) Holding a banquet, luncheon, or other social event in honor of participants is not required but is authorized and considered appropriate for All-Navy Trial Camps. It is, however, required for Armed Forces and CISM Championships. In those instances where such functions are held, care should be exercised to ensure that costs involved are not excessive.

(8) An event summary and spreadsheet detailing all expenses incurred in hosting an All-Navy sports trials event, Armed Forces sports championship, or CISM competition will be forwarded to CNIC HQ (N921C) by the host command within 45 days of completion of the event.

14 Jun 2013

b. Conducting Sports Trial Camp/Championships/Competitions. The following are guidelines for use in hosting events:

(1) Host will be selected from commands volunteering for such assignments.

(2) Sports events to be included and other details pertinent to the conduct of the event will be issued each year by CNIC HQ (N921C).

c. Logistic Support. Commands electing to sponsor these higher level sports trials/competitions assume responsibility for support of the trials/competitions, as directed by CNIC HQ (N921C). Support should include but not necessarily limited to:

(1) Providing uniforms and equipment for competition as necessary.

(2) Providing transportation to and from a site of competition.

(3) Payment of expenses (above those normally expected of a host command) incident to housing or subsistence.

(4) Authorized miscellaneous support of equipment. CNIC HQ (N921C) will provide some equipment for practice and competition.

(5) Incidental expenses and travel costs for practice games as approved by CNIC HQ (N921C).

(6) Local commands shall provide orders as directed. Commands with individuals participating in higher levels of competition will issue permissive temporary additional duty (TAD) orders to cover such participation. TAD orders will be worded to permit individuals to further proceed to higher levels of competition, if so qualified and selected. Issuance or endorsement of individual orders are required for accommodation of individuals selected to proceed to higher level competitions.

(7) Local commands are encouraged to send competitors to higher levels of competition with adequate support. Parent commands should ensure that participants have in their possession at least one complete dress uniform while participating in any higher level competition.

704. Boxing Competition

a. Installations hosting either the All-Navy Boxing camp or the Armed Forces Boxing Championship are required to retain and be familiar with the contents of the current copies of four publications issued by USA Boxing, Inc., which is the national governing body for boxing. Publications required are the Official Rules, the Physician's Ringside Manual, the Safety Awareness Manual, and the Introduction to Olympic Boxing Pamphlet. To order these publications, write to USA Boxing, Inc., 1750 E. Boulder Street, Colorado Springs, CO, 80909-5776. There is a nominal charge for these publications.

b. Installations hosting the All-Navy Boxing camp are encouraged to assist trainer/coaches, referees, and judges in attending clinics and workshops offered through USA Boxing, Inc. Knowledge obtained from these clinics and workshops will reflect in the quality of future events and the proficiency and safety of participating athletes.

c. Assistance in obtaining referees, judges, timers, etc., may be possible at U.S. locations by contacting the local boxing committee within whose territorial limits the event is held. Also, if qualified medical support is not available within the military, organizers must obtain it from outside sources.

d. All participants (boxers, trainers/coaches, referees, and physicians) are required to attend at least one pre-competition meeting or clinic. The purpose is to review concepts in the Safety Awareness Manual and explain procedures for training and competition. At this meeting boxers who have little or no experience will also be given basic instruction on the principles of training and rules of the sport.

e. Medical officers providing support must be familiar with and meet requirements of the Physician's Ringside Manual. A certified ringside doctor must be present at all USA Boxing Sanctioned events.

(1) The professional qualifications of these medical officers should include current competency in the emergency treatment of head trauma, management of traumatic injury, certification in basic and advanced cardiopulmonary resuscitation, and experience in transporting an unstable patient.

14 Jun 2013

(2) Availability of sophisticated diagnostic and neurosurgical care must be identified and contingency plans for its access developed.

(3) As contained in the Official Rules, only a medical doctor or doctor of osteopathy may perform pre-competition physical examinations or attend at ringside during the event.

(4) Physical examinations are mandatory for each competitor on each day he is scheduled to box.

(5) Any boxer complaining of headache symptoms will not be permitted to box in the subsequent training or competition events without medical clearance.

f. Boxing competition will only be authorized after each participant has met the following criteria:

(1) Training program will include a sound total conditioning program, which includes flexibility, strength and endurance development, along with circuit and interval training. Psychological, nutrition, and weight control areas must also be part of the total boxing training program. Each participant must have spent at least 4 weeks under the qualified supervision of a boxing trainer/coach prior to competition. Each participant will have at a minimum, 5 USA Boxing sanctioned fights in their current year USA Boxing passbook.

(a) During the course of the training program, both the coach and the boxer must inspect the boxing equipment daily. A written record of the date and inspection finding must be maintained for two years.

(b) The boxer must make certain that his personal gear is in perfect condition. This will include the inspection of hand wraps, mouthpiece, protective cup, sparring gloves, head guard, and boxing shoes.

(c) When ring work is required, the trainer/coach must be present, use sound judgment and administer proper supervision.

(d) The trainer/coach must make certain that sparring work is with a partner of the same weight, size, ability, and experience. Sparring gloves and head gear should be made of the same material, which produces the lowest known severity index.

14 Jun 2013

(e) During all sparring sessions gloves worn will be 16-ounce for all weight classes, either thumbless or thumb-attached, and of a design which is currently approved by USA Boxing, Inc. For all USA Boxing sanctioned fights the boxing glove shall thumb less or thumb attached, be 10 ounces in weight for 106-152 pounds and 12 ounces in weight for 165 through +201 pounds. All masters (35 years and older) boxers shall use USA Boxing approved 16 ounce gloves.

(f) Headgear must also meet USA Boxing, Inc., specifications and will be worn by boxers whether competing on-base or in civilian venues. Headgear must also be worn during all sparring sessions.

(g) Mouthpieces must be custom made and individually fitted; groin protectors must meet USA Boxing, Inc., specifications and both must be worn at all times during competition and sparring.

(2) All boxers will be subject to the All-Navy Sports Concussion Recognition and Management Protocol training at the onset of the boxing training camp. If any of the following problems occur before, during, or after training or ring work, the athlete must be taken to the nearest emergency medical personnel for immediate medical attention:

- (a) Increased drowsiness or loss of consciousness
- (b) Repeated vomiting
- (c) Inability to move a limb
- (d) Blurred vision
- (e) Mental confusion
- (f) Excessive restlessness/inability to sleep or rest
- (g) Oozing of blood or watery fluids from the nose or ears
- (h) Inability to control urine or feces

(3) Should an accident occur, the trainer/coach or person in charge must take immediate action. The trainer/coach

14 Jun 2013

will call for medical assistance, notify the appropriate personnel, and complete an accident report listing pertinent information leading up to the incident and explaining the measures taken to handle the incident.

f. Open male boxing events will consist of bouts with no more than three rounds, each round not exceeding 3 minutes. Open female boxing events will consist of bouts with no more than 4 rounds, each round not exceeding 2 minutes. Extreme care will be taken when pairing boxers, using USA Boxing, Inc. criteria to ensure equitable matches.

g. In summary, strict adherence to these requirements is essential to provide the best possible environment in which to conduct a safe boxing program.

h. Professional boxers are not allowed to participate in the All-Navy Boxing program.

705. Non-Navy Sports. Non-Navy Sports are those sports in which the Navy neither has a trial camp nor participates in an Armed Forces Sports Championship. CNIC HQ (N921C) must approve teams or individuals representing the Navy in all non-Navy sporting events. An Installation CO may conduct or enter a team in a local or regional inter-service competition. To distinguish between local and regional inter-service competitions and the Armed Forces Sports Championship events, the titles for local and regional competitions do not include the words "Armed Forces."

a. Competition with other than military individuals or teams is authorized subject to the following conditions:

(1) Activities must certify that their entries meet the eligibility requirements, rules, and regulations of the appropriate governing body for the sport in which they are competing.

(2) Competition with or between professional teams is authorized on Navy installations only for the entertainment of Navy personnel.

(3) Installation COs/unit commanding officers shall not permit personnel representing the Navy to compete in games, contests, or exhibitions conducted by promoters or groups operating for the purpose of personal or organization gain,

14 Jun 2013

unless prior permission has been obtained from CNIC HQ Fleet Readiness (N92).

(4) Participation in any sporting event, which is conducted away from a military installation by teams or individuals representing the Navy or which is supported by NAFI funds, may be authorized only if all aspects of the event are nondiscriminatory in nature.

(5) Authorized patrons of MWR activities will not be charged admission to athletic events held on military installations. An exception to this rule may be made to defray the cost of bringing civilian teams on Navy installations for entertainment purposes, when local NAF funds are not adequate to meet such costs or in cases where competition is held off-base as part of a reciprocal competitive arrangement. Local civilian attendees to athletic events may be charged admission.

b. Requests to participate in outside competition in the following situations should be submitted to CNIC HQ Fitness, Sports and Deployed Forces Support Team (N921) for approval.

(1) Competitions between local commands and foreign organizations outside the normal community relations area of the participating command. (Overseas installations may waive this for their base if the Status of Forces Agreement permits.)

(2) Benefit contests in support of charitable organizations. Participation in such contests is limited to those organizations recognized by the President's Committee on Fund Raising.

(3) Navy athletes participating in international competitions, exhibitions, or clinics must obtain travel permits and clearances from the Department of State through Armed Forces Sports office before leaving the United States.

706. Sports Governing Bodies for Navy Sports, Armed Forces, National and International Competitions

Sports Governing Bodies	
USA Basketball 5465 Mark Dabling Blvd Colorado Springs, CO 80918-3842 719-590-4800 www.usabasketball.com	US Bowling Congress 621 Six Flag Drive Arlington, TX 76011 800-514-2695 www.bowl.com

14 Jun 2013

Sports Governing Bodies (con't)	
USA Boxing 1 Olympic Plaza Colorado Springs, CO 80909 719-866-2300 www.usaboxing.org	U.S. Golf Association P.O. Box 708 Far Hills, NJ 07931-0708 908-234-2300 www.usga.org
USA Rugby 2500 Arapahoe Avenue Suite 200 Boulder, CO 80302 303-539-0300 www.usarugby.org	U.S. Soccer 1801 S. Prairie Avenue Chicago, IL 60616 312-808-1300 www.ussoccer.com
USA Softball 2801 N.E. 50 th Street Oklahoma City, OK 73111-7203 405-424-5266 www.usasoftball.com	USA Track and Field 132 E. Washington St Suite 800 Indianapolis, IN 46204 317-261-0500 www.usatf.org
USA Triathlon 5825 Delmonico Drive Colorado Springs, CO 80919 719-597-9090 www.usatriathlon.org	USA Volleyball 4065 Sinton Road Suite 200 Colorado Springs, CO 80907 719-228-6800 www.usavolleyball.org
USA Wrestling 6155 Lehman Drive Colorado Springs, CO 80918 719-598-8181 www.themat.com	

Chapter 8

FITNESS PROGRAM

Ref: (a) DoD Instruction 1015.10 of 6 July 2009
(b) OPNAVINST 6100.2A
(c) DoD Instruction 1330.4 of 31 August 2010
(d) CNICINST 1710.1
(e) BUPERSINST 1710.21
(f) OPNAVINST 6110.1J
(g) DoD Directive 1348.19 of 12 May 1989
(h) SECNAVINST 3590.4A
(i) OPNAVINST 5100.25B

801. Purpose. This chapter provides policy and standards for the operation and management of the Navy Fitness Program and to ensure quality fitness programs and facilities on Navy installations in accordance with references (a) through (c).

802. Policy and Scope. All Navy personnel will be provided access to fitness programs and facilities, which will effectively contribute to their quality of life and mission readiness. Providing fitness programs and facilities to military and civilian personnel reduces health costs and improves mission readiness of the entire workforce. Military and civilian personnel will have equal access and use of all fitness programs and facilities, including locker rooms. Fitness program will consist of voluntary fitness and sports activities conducted for the purpose of promoting physical and mental readiness; developing positive self-concepts; allowing for creative expression; emphasizing the value of cooperation; assisting in discovering positive use of leisure time; developing lifelong recreation skills; and encouraging self-reliance and independence.

803. Responsibilities of Persons in Key Positions in the Fitness Program

a. Fitness Director. Local director of the fitness programs is directly responsible for the following:

(1) Planning, organizing, administering, supervising, and evaluating the local fitness, sports, and aquatics programs for authorized patrons.

(2) Developing short and long-range goals for each of the programs.

(3) Assessing resources needed in connection with patrons' needs.

(4) Justifying and recommending the construction, modification, and renovation of facilities.

(5) Budgeting for fiscal resources as needed.

(6) Ensuring delivery of CNIC sponsored or endorsed programs and initiatives as directed.

b. Fitness Coordinator. Local fitness coordinator is directly responsible for the following:

(1) Management, supervision, design, administration, operation, and technical direction of fitness centers and fitness programs.

(2) Assisting with developing annual budget requirements for assigned areas.

(3) Creating and managing a variety of exercise and wellness programs to include safe and beneficial exercise prescriptions for cardiovascular fitness, weight loss, strength conditioning, and flexibility.

(4) Supervising and delivering a comprehensive exercise and wellness assessment program.

(5) Developing and presenting lectures and educational materials for the Navy Command Fitness Leaders (CFL) to include the delivery of the official Navy CFL Certification Course.

(6) Delivering CNIC sponsored or endorsed programs and initiatives as directed.

804. Definitions

a. MWR Fitness Center. A MWR fitness center provides programs and services for all authorized personnel to meet the Navy and individual's health and fitness requirements. Fitness centers will be equipped with progressive resistance exercise machines, various free weight equipment items, ample cardiovascular workout machines, space for group exercise, and a warm-up/cool-down area. Fitness centers will be professionally managed by trained and certified fitness personnel available to

14 Jun 2013

assist, guide, or instruct patrons during all hours of operation convenient to the patron. All staff members must maintain current CPR and AED certification. Fitness centers shall at a minimum provide the following types of programs on a regularly scheduled basis: exercise orientation, group exercise opportunities, strength or circuit training instruction, family fitness opportunities, fitness awareness and education promotions, and incentive programs that reward users for participation in fitness activity programs. It is important that participants be at a level of fitness which enables them to participate safely. All costs associated with operating these fitness facilities may be covered with appropriated funds, except resale activities located within the fitness facility.

b. Unmanned Fitness Annex/Satellite Facilities. Ensure MWR facilities comply with standard operating procedure (SOP) in reference (d).

c. Recreational Sports. Sports activities implemented for recreation that comprise four separate divisions: informal sports, intramural sports, extramural sports, and club sports. Each division represents varying levels of ability and interest.

(1) Informal Sports/Activities. An informal sport is an individual approach to sports or fitness activities with no predetermined goals except that of participation for fun and fitness.

(2) Intramural Sports. Intramural sports are structured contests, tournaments, leagues, or other events conducted within individual commands or among those commands served by a common MWR fund. Intramural programs should be designed to encourage participation by both men and women and to accommodate all personnel to the maximum extent possible. The intramural program should include the following types of events:

(a) Individual Sports. Events that allow individuals to participate alone.

(b) Dual Sports. Events that require at least one opponent.

(c) Team Sports. Events that specify a number of players who play as a unit or organized team of either men, women, or coeducational divisions.

14 Jun 2013

(d) Meet Sports. Separate events usually completed within a specified period of time.

(e) Special Events. Non-traditional events usually not practiced by the participants.

(3) Extramural Sports. Extramural sports are structured sports participation conducted among commands, installations, or municipalities in the same general geographical area in which participants represent their local command, installation, or municipality.

(4) Club Sports. Club sports are any particular fitness/sport organized because of a common interest by a special interest group. For a program to be instituted there must be documented demand for the club sport to exist.

805. Instructional Skill Development

a. The purpose of instructional skill development is to enhance readiness and foster learning, provide the opportunity for personal improvement, and help patrons develop positive attitudes about physical activity which will contribute to health and wellness throughout their lives.

b. Local fitness program should introduce, educate, and motivate participants in fitness activities through well-planned and well-presented instructional classes. Selection of fitness instructors is critical to the success of the program. Instructors must have a basis of sound fitness knowledge as well as an understanding of the learning process and teaching methods. All commands/activities utilizing instructors must ensure that they have current certification based on national governing body criteria such as the National Commission for Certifying Agencies. Annually, each installation should provide the following instructional fitness opportunities:

(1) Conduct instructional skill programs in at least five informal (self-directed) lifetime fitness activities.

(2) Conduct at least two special events or programs annually, such as health fairs or fitness clinics, in support of special wellness programs.

(3) Offer seasonally-oriented sports specific training and conditioning classes three times a year to prepare individuals/teams for sports competition.

(4) If a suitable swimming pool is available on the installation or in the local community, swimming instruction in various levels of proficiency and stroke technique should be made available.

c. Elements of the Instructional Skills Program may be held in coordination or in conjunction with the Fitness/Recreational Sports Program or based on seasonal interest.

806. Fitness Program

a. The Navy Fitness Program addresses the growing concern and need for behavior changes to achieve a healthier lifestyle for all in the Navy community. Fitness programs require participants to establish and adhere to long-range commitments to optimum personal health.

b. Required Elements of a Fitness Program. All MWR fitness programs and operations shall be in compliance with the DoD Physical Fitness Program Standards under reference (a), as well as the Navy Fitness standards. These programs shall have:

(1) An appropriate emergency plan that can be executed by all fitness staff to respond in a timely manner to any reasonably foreseeable emergency event that threatens the health and safety of program users. There shall be a minimum of two staff on duty during all hours of operation for emergency response capabilities.

(2) Appropriately trained facility staff shall offer each authorized patron a pre-activity screening appropriate to the physical activities to be performed by the patron.

(3) Each person who has supervisory responsibilities for a physical activity program or area at a facility must have demonstrated professional competence in that physical activity program or area.

(4) Appropriate signage will be posted in facilities to alert users to the risks involved in their use of those areas of a facility that present potential increased risk(s).

(5) Youth fitness/sports programs and services with appropriate supervision. See reference (e).

14 Jun 2013

(6) Layout, design, and equipment of each fitness facility must conform to all relevant laws, regulations, and published program and industry standards.

(7) Certified Fitness staff members at a minimum must conduct the following on a regularly scheduled basis: orientation to fitness equipment and programs, group exercise opportunities, strength or circuit training instruction, fitness/health awareness and education programs, family fitness opportunities, as well as incentive programs that reward user for participation in fitness activities and fitness programs.

c. Fitness Administration

(1) Fitness center staff will maintain a resource file for health and fitness and a referral list for patrons with special interests.

(2) There must be a written and publicized annual schedule that describes the programs to be implemented and meets the program goals and objectives.

(3) There must be a procedure for evaluating the overall fitness program that is conducted annually and includes the following:

(a) Analyzes all areas of fitness program operation;
and

(b) Involves patrons and staff, as appropriate.

(4) There must be written procedures in practice regarding:

(a) Accident prevention and reporting;

(b) Emergency procedures;

(c) Facility opening and closing;

(d) Facility rules and regulations;

(e) Incidents involving bodily fluid (e.g., blood)

(f) Incidents involving methicillin-resistant staphylococcus aureus (MRSA).

14 Jun 2013

(5) Ninety hours of fitness center operation should be established aboard an installation to meet customer demand and to allow patrons who work irregular duty hours reasonable access to the facilities. On each installation, customers should have access to the fitness center before, during, and after shift work, during duty and non-duty times and on weekends and holidays. Generally, this access results in the fitness center being open 90 hours per week.

(6) No individual or group should be permitted unsupervised access to a facility.

(7) In-service staff training is required for all fitness staff personnel. This training program should be implemented in order for staff members to periodically review and have thorough understanding of operating policies and procedures and emergency procedures. Staff members should receive an orientation that includes:

- (a) Facility operating policies and procedures
- (b) Appropriate uniform/attire
- (c) Appropriate behavior/conduct
- (d) Program and activity policies and procedures
- (e) Health and sanitation rules and regulations
- (f) Safety rules and regulations
- (g) Emergency Procedures
- (h) Accident incident reporting procedures
- (i) Disciplinary procedures

(8) There shall be no fees or charges for access to appropriated fund fitness facilities for patron categories in reference (a) listed as Armed Forces and their family members, Other Uniform Services, and Armed Forces Retirees and their family members.

(9) Every fitness center shall have a staffed control desk during all hours of operation for patron control, usage level, and program information and services in addition to

14 Jun 2013

visual monitoring of the facility that is not in accordance with reference (d).

(10) The fitness center shall have a specific policy regarding the sale or promotion of vitamin and mineral supplements, "health" foods, "organic" foods, "natural" foods, herbs, related products, and dietary supplements to ensure that patrons are not wasting their money or jeopardizing their health.

(11) To assist Navy youth in attaining and maintaining healthy lifestyles, youth (ages 10 through 14) are authorized access to MWR fitness centers under the following guidelines:

(a) Youth in the approved age range must be accompanied at all times and in all areas of the fitness center by a parent or legal guardian; and

(b) The youth and parent must attend together a fitness program and facility orientation conducted by an MWR fitness professional staff member prior to beginning their initial workout.

(c) A designated fitness space may be established for patrons with young children in an area removed from or adjacent to the main fitness location. This designed space should be divided into two areas by a partition: (1) a small area for limited cardiovascular equipment and (2) a safe play area for the children while the parent/guardian is working out in that space. Parent and child must be in this location together at all times.

(12) Infants and toddlers in strollers, car seat carriers, or infant carriers of any sort are prohibited from any area of the fitness center. This action is taken to remove any potential for injury to the child as well as eliminate an unsafe distraction for other patrons.

(13) Every effort should be made to provide family locker room space.

d. Support of Navy Physical Readiness Program. MWR programs have the expertise to provide assistance to Command Fitness Leaders (CFL) in implementing the Navy's Physical Readiness Program. Per reference (f), the following support by the MWR program is required:

14 Jun 2013

(1) Ensure facilities and certified fitness staff members are available to assist with Physical Fitness Assessment (PFA) training and command organized programs.

(2) Provide assistance and support to local CFLs to the fullest extent possible, within existing and authorized resources.

(3) Ensure fitness staff support and endorse nutritional and exercise principles in accordance with Navy policy.

(4) Conduct assistance visits at units and tenant commands to provide recommendations for improvement of command physical readiness programs.

(5) Obtain and maintain fitness instructor certification from a national, accredited organization (National Organization for Competency Assurance (NOCA) or National Commission for Certifying Agency (NCCA)), e.g., American College of Sports Medicine, Cooper Institute for Aerobics Research, National Strength and Conditioning Association, as a condition of employment.

(6) Obtain community first aid, CPR, and AED certifications as required by DoD and Navy policies.

(7) Upon request, provide Fitness Enhancement Program (FEP) options for personnel who fail to attain satisfactory standards on PFA.

(8) Upon request, provide commanding officers guidance on developing a FEP for their members.

(9) Develop physical conditioning programs and counsel individuals who are medically waived from PFA, on restricted physical activity, or do not meet physical readiness standards.

(10) Ensure availability and appropriateness of fitness improvement programs/facilities and provide required education and training.

(11) Provide guidance for local policy for environmental acclimatization of individuals to participate in physical conditioning and activities.

14 Jun 2013

(12) Provide annual fitness status updates and educational presentations for installation senior leaders and command personnel regarding Fitness Program.

(13) Provide CFL training opportunities in accordance with and as directed by CNIC headquarters.

e. Fitness Personnel

(1) All fitness specialists (e.g. personal trainers and group exercise instructors), contract or otherwise, shall possess current certification from a NCCA accredited health and fitness organization and possess knowledge of health promotion concepts. Every fitness specialist must possess and demonstrate a basic knowledge of exercise physiology, individual and/or group exercise programming, health appraisal and evaluation techniques, exercise leadership, risk factor identification, anatomy, and kinesiology.

(2) All specialty areas (e.g., dietitians, massage therapists, martial arts instructors) should meet industry standards for required licenses, certifications, and educational background.

(3) All fitness/sports staff and contract employees (e.g., group exercise instructor, personal trainer) must possess current CPR, AED, and first aid certification.

(4) Each staff member must be able to properly use the fitness center equipment and instruct patrons in the safe use of each apparatus. Every staff member must be able to conduct a general orientation class that includes, as a minimum: facility rules and regulations; basic exercise guidelines; fitness safety policies and procedures; and equipment use.

(5) Every staff member should receive a minimum of 20 hours of professional training per year effectively relating to updating skills, improving job performance, and for the purpose of maintaining any required job related certifications.

f. Fitness Programming

(1) Each activity shall establish an appropriate patron-to-staff ratio based on safety, customer assistance needs and emergency response capability. A minimum of two personnel is required during all operational hours; however, peak usage hours

14 Jun 2013

may require more to achieve an acceptable level of customer service.

(2) The local fitness program should offer the primary components of the fitness program that include the following:

(a) Pre-activity screening to each patron.

(b) Fitness Program:

1. Instructional Skills Development

2. Informal Opportunities

3. Group Exercise

4. Fitness Assessments

5. Incentive Program

(c) Health Awareness and Education.

(3) A pre-activity screening, like the Physical Activity Risk Factor Questionnaire (PARFQ) form, must be prominently displayed for all physically active personnel to review daily.

(4) Each fitness staff member should encourage, assist, and instruct patrons in the accomplishment of his/her prescribed program within the facility equipment and personnel capabilities.

(5) Fitness assessments should be available either on site or at another location. The testing protocol should follow the American College of Sports Medicine (ACSM) guidelines and incorporate measurement of body composition, cardio-respiratory fitness, flexibility, and muscular fitness; however, when conducting a body composition analysis, only circumference measurements may be used for active duty and reserve Navy personnel following the official Navy protocol as directed by the Navy Physical Readiness Program.

(6) Each fitness center shall provide referral information on health promotions awareness programs for their patrons. These programs must contain at least the following: Smoking Prevention and Cessation; Physical Fitness; Back Injury Prevention; Nutrition Education; Alcohol and Drug Abuse Prevention; Hypertension Education; and Stress Management.

14 Jun 2013

(7) At the time of program registration, all information about the activity, service, or event should be available to the participant.

(8) The fitness program should emphasize maximum participation and have a recognition system developed for each program element.

(9) The fitness program should promote interaction with local civilian community organizations.

(10) Annually, conduct a group exercise skill class in at least five informal (self-directed) lifetime fitness activities.

(11) If suitable swimming pools are available on the installation or in local communities, daily scheduled opportunities should be offered for lap and instructional swimming.

(12) Conduct at least two special events or programs annually in support of special health/wellness programs, such as health fairs or fitness clinics.

(13) Three times a year, offer seasonally oriented trainings to prepare individuals/teams for sports competition.

(14) On at least a weekly basis and/or when requested, provide basic orientation on the fitness facilities and programs to include rules, safety guidelines, information on the proper use of equipment, and instructional fitness assessment opportunities.

(15) All areas of the fitness complex should be monitored routinely to ensure patron safety and assess compliance with policies, the condition and serviceability of facility and equipment, and to offer guidance and assistance to the patrons.

(16) Fitness center program and staff will continually support the Navy Physical Readiness Program by assisting Commands or individuals with PRT preparation to include those assigned to the FEP program.

(17) Every effort shall be made to assist Commands through outreach activities including but not limited to group

14 Jun 2013

exercise and health promotion activities/events. This can be defined as any fitness related event, class or activity held outside the fitness centers to meet Command's needs as close to their work place as possible.

(18) A program policy regarding equipment usage and duration must be maintained that ensures patrons have reasonable access to all equipment.

g. Fitness Facility and Equipment

(1) All new Fitness Facilities must be built to the most current Unified Facilities Criteria. Waivers for adjustments of these criteria must be approved by the CNIC (N921) Program Manager.

(2) Free Weight Area. Although the number of items varies by installation size, the following shall be included: a complete set of dumbbells ranging from 2.3 to 54.4 kilograms (5 to 120 lbs) in 2.3 kilogram (5-lbs) increments; Olympic style power bars with safety collars and at least 725.7 to 816.5 kilograms (1600 to 1800 lbs in various increments) of free weight; and a variety of benches for dumbbell work and Olympic barbell work such as incline bench, decline bench, power squat rack, flat benches, preacher curl bench, weight racks, and dumbbell racks. Floor space must be structurally sound enough to bear the load of weight machines and equipment (minimum 45.36 kilograms per .1 square meter or 100 pounds per square foot). An average of 25-50 sq ft should be given for each piece of single station equipment. Furthermore, an allowance of 10-15 percent additional space should be allocated to allow for appropriate customer circulation.

(3) Strength training or circuit training machines (there should be at least one circuit training machine for each muscle group).

(4) All fitness centers shall arrange the strength training/circuit for resistance training in a fashion that will allow patrons/users to train/work the largest muscle groups first and then proceed to the smaller muscle groups.

(5) Cardiovascular Equipment. There shall be a sufficient blend of different pieces of the following equipment installed to meet the needs of patrons: stationary bikes; recumbent bikes; rowing machines; stair climbers; treadmills;

14 Jun 2013

Cross trainers; and other recognized aerobic equipment. Every effort should be made to provide PRT compliant equipment.

(6) Warm-Up/Cool-Down Area. There should be sufficient space dedicated for the purpose of stretching.

807. Recreational Sports Program. The primary purpose of the recreational sports program is to provide a diversity of activities through varying degrees and interest levels of competitive play in game format using all available facilities and resources in the most effective and efficient manner.

a. Informal Fitness/Sports. Use of installation sports facilities by eligible patrons in a self-directed way at their own convenience, pace, and level of enjoyment is the objective of this program area. The following standards should be attained by each installation:

(1) Maintenance of the necessary equipment, gear issue, and facilities.

(2) Provision for scheduled and/or individually requested basic orientation to fitness and recreational sports facilities and programs.

(3) Implementation of a patron award system as an incentive program to recognize achievement of Navy, local, and individual goals.

(4) Patron accessibility to facilities which are not being used for structured events or on-going programs.

(5) Provision for either an all-hands indoor or outdoor pool, or access to aquatic resources in the local community within a 15 minute commute to meet swimming needs.

b. Intramural Sports. Intramural sports are scheduled and controlled competitive play opportunities in game form through tournaments, contests, and leagues in a variety of individual, dual, team, meet, and special event sports. Opportunities should be provided for men, women, and mixed competition with a variety of rule modifications to meet the patrons' needs and interests. This program should be focused on all skill levels with everyone having an opportunity for personal and group satisfaction. An installation having an intramural sports program should provide the following program elements:

14 Jun 2013

(1) Offer individual/dual sports for men and women each year in accordance with the current Navy Fitness Standards. The tournaments should be structured by skill levels when participation warrants.

(2) Provide team sport opportunities each year for men and women in accordance with the current Navy Fitness Standards. The program should allow for "age 35 and over" league play in at least one major sport.

(3) Offer special sports events each year in accordance with the current Navy Fitness Standards.

(4) Conduct a "Captain's Cup" sports program to stimulate interest, participation, and competition within the installation as resources allow.

(5) Use certified officials in all intramural and extramural competition. Use of untrained or volunteer officials is not authorized and is detrimental to the recreational sports program. In team sports competition, the appropriate number of officials per sports contest will be based on the national sports governing body standards. Sponsoring clinics for the purpose of qualifying and certifying officials is encouraged.

(6) Use the official rules set forth by the organization as specified by the governing amateur competition in each sport.

(7) Charge no fees for active duty members to participate in Category A sports programs. Golf and bowling are not Category A activities and are exempt from the above requirement. Entry fees are only permitted for special invitational tournaments outside of the published intramural sports calendar.

(8) MWR hosted or sponsored Boxing, Mixed Martial Arts, and full contact football competitions for patrons are not authorized. Non-contact training is permitted.

c. Extramural Sports

(1) Varsity Sports Program. Development of varsity sports programs is encouraged unless it is at the expense of another sports program element.

(2) Club Sports. Individuals who organize because of a common interest in a sport are the core of the club sports

14 Jun 2013

program. The recreational sports staff can assist in the organization of a sports club. However, the requester must have a documented demand for the club sport before MWR can render assistance. Additionally, once established, the club should function as a private organization.

808. Awards. Following guidelines pertain to awards used in the Navy Fitness Program:

a. Cash Awards. Officially-sponsored athletic competitors, in other than military-sponsored competition, must return any cash or certificates redeemable in cash accepted as an award for participation in competition to the cognizant MWR fund of his or her parent command or the command represented or furnishing support. This does not apply to a competitor who competes while off duty or on leave.

b. Use of APF for Purchase of MWR Sports/Fitness Trophies and Awards

(1) Reference (g) authorizes Navy to use APF to purchase and award military members and units of the naval service with trophies and similar devices for excellence in accomplishments or competitions, including intramural sports and fitness competitions.

(2) By reference (h), Navy delegated this authority to the senior service commanders. Accordingly, Navy REGCOMs are authorized to approve the purchase of trophies and awards for officially established and announced intramural sport competitions of a continuing nature; however, the use of cash or cash equivalents to award military personnel for athletic competitions is prohibited. APF may be used to purchase trophies and awards for these competitions if all of the following conditions apply:

(a) The competitions are officially established, announced, and continuing in nature.

(b) The trophies or awards are not cash.

(c) The trophies or awards are not items of a personal nature or that have independent intrinsic value to the recipients.

809. Safety Program

14 Jun 2013

a. Purpose. The primary purpose of a sports safety program is to control and regulate the activities in effort to mitigate injuries.

b. Safety Procedures. Each MWR Activity must have written safety measures to reduce the possibility of injury to participants and spectators per reference (i). Safety policy must include the following:

(1) AEDs are required in all facilities.

(2) All playing areas are free from obstructions on their surfaces, around the edges, and overhead.

(3) Walls are padded where necessary, especially near basketball goals.

(4) Courts, fields, and other structures in and around a sport play area are inspected at least monthly and immediately prior to the start of scheduled play to ensure they are in good repair, free of debris, and marked appropriately.

(5) Bleachers are inspected at least monthly, constructed and maintained according to standards, and placed well back or away from playing boundaries.

(6) Non-slip floor treatment is used in wet areas such as showers and locker rooms.

(7) An alarm system is installed in sauna and steam rooms to alert personnel of emergencies.

(8) Temperature of saunas, steam rooms, and hot baths is closely monitored (i.e., several times each day), maintained within recommended ranges, and recorded.

(9) Approved safety equipment required by the national governing body of that particular sport is worn by all competitors during practice and competition.

(10) Mandatory safety signage is posted and highly visible.

c. Medical Examination and Clearances. Medical examinations are encouraged for all personnel prior to participation in physically demanding sports or activities.

14 Jun 2013

d. Protective Equipment. Fitness/recreational sports activity manager will take necessary precautions to ensure that all personnel participating in the sports program are properly outfitted with protective gear and that all facilities have the proper safety equipment to minimize injuries.

e. Racquetball/Squash/Handball. Personnel participating in racquetball, squash, and handball competition are required to wear approved eye protection. Impact-resistant eyewear should be either molded polycarbonate wraparound protectors or lenses mounted in sturdy frames. This requirement applies to all participants at all times. Navy facilities should have sufficient quantities of such eyewear available for loan at no charge to the participants.

f. Softball/Baseball. Safety or breakaway bases are required on all softball and baseball fields (both adult and youth). The base will be designed to release from its mooring with little impact force, or absorb impact and thereby dissipate impact load and resulting trauma to player.

g. Soccer. To eliminate the risk of injury from portable soccer goals, the following safety measures must be instituted:

(1) Instruct participants and spectators never to climb on the net or goal framework for any reason.

(2) Securely anchor the portable goals at all times, even when they are moved to the sidelines.

(3) Remove nets when the goals are not in use.

(4) Goals not in use should be tipped onto their opening, or the framework rested on nearby fence posts, dugouts, or some other structure to reduce the possibility of injury.

810. Sports Governing Bodies/Sports Organizations

Sports Governing Bodies/Sports Organizations	
National Federation of State High School Associations PO Box 690 Indianapolis, IN 46206 317-972-6900 www.nfhs.org	National Collegiate Athletic Association 700 W. Washington Street PO Box 6222 Indianapolis, IN 46206-6222 317-917-6222 www.ncaa.org

14 Jun 2013

Sports Governing Bodies/Sports Organizations (con't)	
USA Archery 1 Olympic Plaza Colorado Springs, CO 80909 719-632-5551 www.usaarchery.org	USA Badminton 1 Olympic Plaza Colorado Springs, CO 80909 719-632-5551 www.usabadminton.org
USA Baseball 403 Blackwell St. Durham, NC 27701 919-474-8721 web.usabaseball.com	USA Basketball 5465 Mark Dabling Blvd Colorado Springs, CO 80918-3842 719-590-4800 www.usabasketball.com
US Biathlon 1 Olympic Plaza Colorado Springs, CO 80909 719-632-5551 www.usbiathlon.org	USA Bobsled and Skeleton Federation 1631 Mesa Avenue Copper Building, Suite A Colorado Springs, CO 80906 719-520-3212 www.usbsf.org
US Bowling Congress 621 Six Flag Drive Arlington, TX 76011 800-514-2695 www.bowl.com	USA Boxing 1 Olympic Plaza Colorado Springs, CO 80909 719-866-2300 www.usaboxing.org
USA Canoe/Kayak 725 South Lincoln Blvd Oklahoma City, OK 73129 405-552-4040 (ex. 4504) www.usack.org	US Chess Federation PO Box 3967 Crossville, TN 38557 www.uschess.org
USA Cycling 210 USA Cycling Point Suite 100 Colorado Springs, CO 80919-2215 719-434-4200 www.usacycling.org	USA Diving 132 E. Washington St. Suite 850 Indianapolis, IN 46204 317-237-5252 www.usadiving.org
USA Fencing 1 Olympic Plaza Colorado Springs, CO 80909 719-632-5551 www.usfencing.org	USA Field Hockey 1 Olympic Plaza Colorado Springs, CO 80909 719-632-5551 www.usafieldhockey.org
U.S. Figure Skating 20 First Street Colorado Springs, CO 80906 719-635-5200	United States Flag & Touch Football League 7709 Ohio Street Mentor, OH 44060

14 Jun 2013

www.usfsa.org	440-974-8735 www.usftl.com
Sports Governing Bodies/Sports Organizations (con't)	
U.S. Golf Association P.O. Box 708 Far Hills, NJ 07931-0708 908-234-2300 www.usga.org	USA Team Handball 1 Olympic Plaza Colorado Springs, CO 80909 719-632-5551 www.usateamhandball.org
USA Karate 1631 Mesa Ave Suite A-1 Colorado Springs, CO 80906 719-477-6925 www.usankf.org	Orienteering USA PO Box 505 Riderwood, MD 21139 410-802-1125 www.us.orienteeing.org
USA Racquetball 1685 West Uintah St. Suite 103 Colorado Springs, CO 80904-2906 719-635-5396 www.usra.org	USA Roller Sports 4730 South Street Lincoln, NE 65806 402.483.7551 www.usarollersports.org
US Rowing 2 Wall Street Princeton, NJ 08540 800-314-4769 www.usrowing.org	USA Rugby 2500 Arapahoe Avenue Suite 200 Boulder, CO 80302 303-539-0300 www.usarugby.org
US Sailing PO Box 1260 15 Maritime Drive Portsmouth, RI 02871-0907 www.ussailing.org	USA Shooting 1 Olympic Plaza Colorado Springs, CO 80909 719-866-4670 www.usashooting.org
U.S. Ski and Snowboard Association 1 Victory Lane Box 100 Park City, UT 84060 435-649-9090 www.ussa.org	U.S. Soccer 1801 S. Prairie Avenue Chicago, IL 60616 312-808-1300 www.ussoccer.com
USA Softball 2801 N.E. 50 th Street Oklahoma City, OK 73111-7203 405-424-5266 www.usasoftball.com	US Speed Skating 1 Olympic Plaza Colorado Springs, CO 80909 719-632-5551 www.teamusa.org/US-Speedskating.aspx

14 Jun 2013

Sports Governing Bodies/Sports Organizations (con't)	
U.S. Squash 555 Eighth Avenue Suite 1102 New York, NY 10018-4311 212-268-4090 www.ussquash.com	USA Swimming 1 Olympic Plaza Colorado Springs, CO 80909 719-866-4578 www.usaswimming.org
USA Synchro 132 E. Washington Street Suite 820 Indianapolis, IN 46204 317-237-5700 www.usasynchro.org	USA Table Tennis 1 Olympic Plaza Colorado Springs, CO 80909 719-866-4583 www.usatt.org
USA Taekwondo 1 Olympic Plaza Colorado Springs, CO 80909 719-866-4632 usa-taekwondo.us	United States Tennis Association 70 West Red Oak Lane White Plains, NY 10604 914-696-7000 www.usta.com
USA Track and Field 132 E. Washington St Suite 800 Indianapolis, IN 46204 317-261-0500 www.usatf.org	USA Triathlon 5825 Delmonico Drive Colorado Springs, CO 80919 719-597-9090 www.usatriathlon.org
USA Volleyball 4065 Sinton Road Suite 200 Colorado Springs, CO 80907 719-228-6800 www.usavolleyball.org	USA Water Ski 1251 Holy Cow Road Polk City, FL 33868 863-324-4341 www.usawaterski.org
USA Water Polo 2124 Main Street Suite 240 Huntington Beach, CA 92648 714-500-5445 www.usawaterpolo.org	USA Weightlifting 1 Olympic Plaza Colorado Springs, CO 80909 719-866-4508 www.usaweighting.org
USA Wrestling 6155 Lehman Drive Colorado Springs, CO 80918 719-598-8181 www.themat.com	

Chapter 9

**DEPLOYED FORCES SUPPORT PROGRAM
(RECREATION/FITNESS PROGRAM SUPPORT FOR SAILORS ON SHIPS)**

Ref: (a) OPNAVINST 1710.9

901. Policy

a. This Chapter provides guidance on the interface between shipboard programs and the MWR program offered at shore installations. Reference (a) pertains to the actual afloat programs.

b. Every effort should be made to ensure that shipboard personnel have the opportunity to participate in MWR programs when in port. The installation MWR staff should liaison frequently with ship recreation personnel to ensure that every effort is made to make fleet Sailors aware of MWR opportunities, both on and off base. On-base activities such as sports, parties, contests, intra-ship competitions, and other activities structured to meet the special needs of Fleet Sailors should be emphasized. Off-base activities include local tours, entertainment, sports, concert events, etc.

c. MWR facilities are often located away from the waterfront. Irregular work shifts, lack of transportation, and other factors often prevent fleet Sailors from participating in base MWR Programs on a regular basis. Therefore, when possible, it is important to provide convenient MWR facilities, activities, programs, and services at fleet concentration centers near the waterfront for fleet Sailors.

902. Deployed Forces Support Coordinators (DFSC). DFSCs are located at major fleet concentration ports worldwide. They provide direct support to fleet units in all aspects of shipboard recreation programs and administration as follows:

a. Provide on-site training and assistance in the areas of recreation program accounting, auditing, procurement, general program administration, and fund management. DFSCs will teach the Fleet Recreation Management Course on a regular basis. Frequency will depend on local needs.

b. Provide guidance and assistance in providing recreation activities and programs.

14 Jun 2013

- c. Assist afloat commands in efficiently using limited resources to meet recreation wants and needs.
- d. Identify realistic alternatives to program constraints and limitations.
- e. Act as a liaison between the shipboard recreation organization and shore-based MWR activities.
- f. Facilitate ship participation in the shore MWR intramural sports program.
- g. Provide assistance in identifying reliable local community services and vendors in procuring necessary recreation equipment and supplies (i.e., sports equipment vendors).
- h. Serve as the recreation liaison between REGCOMs and Installation COs ashore and ship's COs.
- i. Provide information about recreation opportunities both on-base and off-base.
- j. Assist afloat units with designing fitness equipment spaces and identifying sources to obtain equipment.
- k. Work with local MWR department to identify appropriate warehouse space to support fleet fitness equipment storage.
- l. Provide fitness equipment repair workshops scheduled during times when the largest concentration of ships is in port or prior to a deployment.
- m. Schedule and conduct assist visit prior to CNIC Recreation Fund Inspections conducted by the Deployed Forces Support Program Managers CNIC HQ (N921A).
- n. Distribute recreation and fitness equipment procured by CNIC.
- o. Provide recommendations and technical assistance for shipboard exercise equipment and exercise spaces.
- p. Maintain library of fleet recreation references.
- q. Attend meetings of the recreation board.

14 Jun 2013

r. Provide orientation briefs for crews relocating to a new homeport as well as to ships returning from deployment.

903. Programs/Facilities. A Fleet Recreation Center should be readily available to shipboard Sailors. The following amenities should be within walking distance of the ships/piers or transportation should be provided:

- a. Computer area
- b. Video game stations
- c. Table gaming (pool tables, foosball, air-hockey, etc.)
- d. TV Lounge
- e. Exterior, highly visible sign with the standard Liberty logo
- f. Movie viewing area
- g. Data ports (for use with personal laptop)
- h. Mini-Theater (not considered a core requirement if theater is accessible within a 10 minute walk of Liberty Center)
- i. Fitness and exercise facilities
- j. Laundry facilities
- k. Food concessions - Can include alcoholic beverage service that is regulated by pertinent Navy policy
- l. Information, Tickets and Travel

Chapter 10

LIBERTY AND CATEGORY A AND B RECREATION CENTERS

Ref: (a) DoD Instruction 1015.10 of 6 July 2009
(b) CNICINST 5890.1
(c) Unified Facilities Criteria (UFC) 4-740-16, Design:
Military Recreation Centers of 25 May 2005

1001. General. Liberty is a MWR-managed recreation program which provides positive recreation and leisure options targeted at 18-25 year old single and unaccompanied service members. The program includes events, services, activities, and facilities designed to enhance quality of life and promote positive use of leisure time.

1002. Mission. Liberty connects single and unaccompanied service members with opportunities for off-duty programs, social activities, and services that promote healthy lifestyle choices and behavior that contributes to resiliency, retention, readiness, and quality of life.

1003. Eligibility. Liberty is open to single or unaccompanied military personnel on active duty. Eligible service members may sponsor up to one adult guest, age 18 or older, for designated activities. Participation priority should be given to E1-E6 personnel; however, other single or geographic bachelor active duty personnel may participate. While Liberty-exclusive programs and services are not open to military family members, including spouses and children, military retirees, DoD civilians, contractors and/or other MWR eligible patrons, these adult (ages 18 and older) MWR patron groups may participate in programs that are offered as partnerships between Liberty and other MWR programs.

1004. Funding. Funding sources for Liberty programs include:

a. Appropriated Funds (APF). Per reference (a), Liberty is designated as a Category A MWR activity, authorized up to 100 percent APF support for authorized APF expenditures. Minimum support should not fall below 85 percent of total operating expenditures.

b. Nonappropriated Funds (NAF). NAF should be used only as a supplement to maintain operations when APF is not available or when a program expense is not an authorized APF expenditure. NAF should be made available from the local MWR NAF operating

14 Jun 2013

budget or Liberty may charge fees for activities and services to cover expenses not authorized APF (e.g., tournament entry fees to cover prizes or trip participation fees to cover attraction admissions). Reference (a) pertains.

c. Fees and Charges. Fees are usually not charged for Liberty activities and services which are authorized APF support. When setting fees to offset the cost of unauthorized APF expenditures, every effort should be made to keep the cost at break-even for the activity or service. A graduated fee scale may be implemented based on pay grade to give junior enlisted service members a price break. Guests shall be charged full participation price. Any revenue generated should be re-invested in Liberty to enhance programs, services, and facilities provided at no cost to single service members.

1005. Liberty Program Components. The three primary components of Liberty are activities, facility, and outreach. What makes this program unique is that all of these components are targeted at the 18-25 year old, single, junior enlisted service member, as follows:

a. Activities. Liberty offers a wide variety of recreation and leisure programs intended to enhance single service members' social, physical, psychological, spiritual, environmental, and behavioral fitness levels, which contribute to individual, unit, family, and community readiness and resiliency. Collaboration and partnerships are encouraged with other internal MWR and FFR departments and facilities, installation departments, and area MWR programs. Frequency and general type of activities scheduled are recommended in Liberty Program Standards that are based upon the installation's active duty population. All Liberty-sponsored activities must be alcohol-free. When offering high risk activities, Liberty shall adhere to guidelines established in reference (b).

b. Facility. Liberty Centers are specifically recommended for installations with large Single Sailor populations and generally at all installations when there is sufficient interest or need. Liberty Centers are MWR Category A recreation centers. Size of the facility is based on installation active duty population as defined in reference (c). The location should be in a high-pedestrian traffic area frequented by single service members. Tobacco products and alcoholic beverages may not be sold or consumed in Liberty spaces or facilities. If located in a facility that houses other operations, the Liberty Center should have a separate entrance to allow for controlled access

14 Jun 2013

by authorized users as well as appropriate hours of operation. Core and optional Liberty Center Spaces are listed in Liberty Program Standards and reference (c).

c. Outreach. Liberty should be involved in a variety of active outreach methods intended to inform eligible service members of the MWR opportunities available to them and to engage them in such activity. General outreach guidelines are specified in Liberty Program Standards.

1006. Program Evaluation. A documented needs assessment, comment cards, formal surveys, focus groups, and interviews should be conducted with the target population on a regular basis to determine the needs and direction of the Liberty program.

1007. Category A Recreation Centers. Category A recreation centers are facilities designed to provide passive and active recreation activities, programs, and services for single and/or unaccompanied active duty personnel. In Navy, these facilities are managed under the Liberty program and are commonly referred to as Liberty Centers. When Liberty Centers open access to other authorized MWR user groups and/or allow alcohol consumption on the premises, they are then operated as Category B Recreation Centers.

1008. Category B Recreation Centers. Category B recreation centers (i.e. community centers) are facilities designed to provide passive and active recreation activities, programs and services for the whole Navy community, including active duty personnel, their families, military retirees, DoD civilians and other authorized MWR users. Programming, operations and funding sources are as follows:

a. Facility and Program Components

(1) Category B recreation centers may include a mix of Category A and Category B functions and activities.

(2) Movie exhibition and viewing areas will operate in conjunction with the regulations and guidelines set forth in chapter 14.

(3) Food and beverage service is limited to walk-up, over-the-counter light meals consisting of hand-held food. Consultation with local food and beverage program managers is recommended to identify suppliers and to set prices in line with

14 Jun 2013

other MWR food and beverage operations. However, food and beverage services in Category B recreation centers must be operated as Category C MWR activities.

b. Operations

(1) Day-to-day facility operation is under the direct supervision of a recreation professional.

(2) Facility usage, programs, and services offered are targeted at the military community as a whole, with emphasis on military families. Local MWR Departments shall set a minimum age for minor family members to use these facilities, independent of an adult guardian, based on the installation's self-care policy.

(3) Participation and usage fees may be charged for programs and services offered.

(4) Sale and consumption of alcoholic beverages is limited to beer and wine only.

c. Funding. Category B recreation centers have a limited ability to generate NAF revenue through program fees and usage charges to supplement APF shortfalls. Appropriated funding is authorized for Category B recreation centers at a minimum of 65 percent of total expenditures.

Chapter 11

NAVY GENERAL LIBRARY PROGRAM (NGLP)

Ref: (a) DoD Instruction 1015.10 of 6 July 2009
(b) DoD MWR Library Standards (Current Edition)
(c) SECNAVINST 5070.2D
(d) Unified Facility Criteria, UFC 4-740-20, Libraries of
1 May 2006

1101. Purpose. The Navy General Library Program (NGLP) is a department wide Fleet and Family Readiness recreation program. The program mission is to provide library services to Navy personnel afloat and ashore. The program offers either virtual or hard copy access to organized collections of books, magazines, newspapers, music, movies, and related materials, enabling individuals to make wise and productive use of their leisure time for enjoyment and personal growth. These collections also enable individuals to educate themselves continuously and to develop themselves professionally and technically. Library services are important components for morale, education and family life. Library services provide resources for recreational activities and are sources of information required to accomplish mission related tasks.

1102. Policy. The basic library services policies are:

a. Navy shall provide active duty personnel and their families access to virtual and/or hard copy collections and library services in accordance with references (a) through (d).

b. Library services shall be supported by APF, either direct or through the Uniform Funding and Management (UFM) process, and may be supplemented with MWR non-appropriated funds (NAFs) at the discretion of the REGCOM or ship CO.

c. Virtual collections shall contain a variety of formats including audio books, e-books, and online access to newspapers, magazines, and reference materials. Hard copy collections shall contain a variety of print and non-print materials. Materials shall provide for a wide-range of reading abilities, interests, and a variety of opinions and views on issues of significance to personnel as citizens and members of the Navy.

d. Patron access to general library collections and services shall be in accordance with references (a) and (c)

14 Jun 2013

unless limitations of staff, space, or collections make such access impracticable.

1103. Responsibilities

a. The NGLP is part of Navy Recreation Branch CNIC HQ (N922) and shall have overall operational responsibility for the program. NGLP shall establish and promulgate operational policies and require such reports as needed for the successful management of the NGLP and its resources.

b. NGLP shall have technical direction of the program and shall promulgate operational policies, standards, criteria and procedures required for general library facilities, collections, operations, and services. NGLP shall provide administrative and technical guidance to ashore and afloat commands of the Navy maintaining general libraries, or having responsibilities related to general library facilities, funding, equipment, or staffing.

1104. Support

a. NGLP shall centrally provide electronic content which includes digital versions of audio books, e-books, newspapers, magazines, journals, reference books, and databases of research materials to Sailors Navy-wide.

b. Field commands afloat and ashore are responsible for library personnel, facilities, and equipment, furnishings, supplies, binding, and library materials not provided by NGLP. Facility needs for general libraries shall be accommodated in MILCON process, planning, budgeting, and in habitability improvement plans. All designs for new or renovated libraries shall follow reference (d).

c. Commissioning libraries for new and converted ships will be provided by Naval Sea Systems Command (NAVSEA) from funds budgeted for outfitting of ships to NGLP for execution.

d. Afloat libraries shall be supported by NGLP through the provision of virtual library services and paperback book shipments. The ship's operating target or MWR funds shall be used for the procurement of additional materials.

e. Navy Library support for/to U.S. Military Missions in the U.S. Pacific Command shall be provided by NGLP.

14 Jun 2013

f. Navy Consolidated Confinement Facilities and Brigs shall be supported by NGLP through the provision of paperback books shipments and other hard copy materials if funding allows. The NGLP Program Manager will act as the Librarian for these confinement facilities, allowing them to meet their National Accreditation standards.

1105. Access to e-books

a. The following Department of the Navy (DON) personnel are eligible to use these e-book services: Active duty, retired, reservists, and their family members (if in DEERS), DON civilians, non-appropriated fund employees, and contractors. Active duty, retired, reservists, and their family members over the age of 14 are eligible for Navy Knowledge Online (NKO) accounts.

b. There is no charge for these e-books. NGLP provides these resources through Navy and Office of the Under Secretary of Defense MWR library initiative funds. Four e-book services are provided through NKO:

(1) OVERDRIVE (Public library materials of fiction and non-fiction)

(2) EBSCO (Public library materials of fiction and non-fiction)

(3) SAFARI (Computer/Technical/Business collection)

(4) GALE VIRTUAL REFERENCE CENTER (Reference titles).

c. The Navy MWR digital library primary e-book service, OVERDRIVE (<http://lib.overdrive.com>), provides information on several devices (36 AT THE PRESENT TIME) e.g., iPad, Nook, Sony Reader, and Kindle. Navy readers are able to verify if the device they are considering purchasing will be compatible with this service.

d. Navy customers create their own accounts for Overdrive, EBSCO, and Safari by accessing these services through the NKO e-library - audio/e-book page (<https://wwa.nko.navy.mil/portal/reference/home/econtent-audioebooks>). Accounts may only be established by accessing these services through NKO, as NKO verifies user eligibility.

14 Jun 2013

e. To create accounts, users select the e-book service of interest and follow the log-in instructions on the specific site. E-books are then borrowed and read on personal devices. Overdrive and EBSCO require special software and therefore these services may not be used on NMCI computers.

f. Safari and the Gale Virtual Reference Center titles may be read online and do not require special software to access the e-books.

Chapter 12

AQUATIC PROGRAMS AND FACILITIES

Ref: (a) DoD Instruction 1015.10 of 6 July 2009
(b) NAVMED P-5010-4
(c) 15 USC §8001, Virginia Graeme Baker Pool and Spa
Safety Act

1201. Aquatic Facilities. Aquatic facilities are physical sites of a specific aquatic activity operated by the local MWR activity. The aquatic facilities may be a pool, a lake, the oceanfront, or other bodies of water and include the immediately surrounding area.

a. Waterfront Area is an aquatic facility that includes beaches, lakes, reservoirs, rivers, lagoons, or other bodies of water. Waterfront areas may have designated swimming, surfing, boating, or other water sport activity areas.

b. Swimming Pool is an aquatic facility that includes indoor or outdoor recreation swimming pools on Naval installations or in Navy housing areas. Swimming pools may provide designated areas and specialized equipment for swimming, diving, or water sliding.

c. Wading Pool is an aquatic facility that includes indoor or outdoor wading pools that may or may not be attached to, adjacent to, or enclosed with the main swimming pool. Wading pools have a maximum depth of 24 inches and are intended for use by infants, toddlers, and children five and under.

1202. Minimum Common Rules and Regulations for all Aquatic Facilities

a. The following aquatic rules and regulations apply to the use and operation of all aquatic facilities and should be posted at prominent locations throughout the aquatic facility.

b. Children under 10 years of age must be accompanied by, and under the direct supervision of, an individual whose minimum age is 16 years. Children between the ages of 10 and 16, if left unattended, must demonstrate ability to swim a minimum of 25 yards.

14 Jun 2013

c. Swimmers, divers, surfers, boaters, and water sport activity participants are required to remain in designated areas.

d. Glass containers will not be permitted at aquatic facilities.

e. Patrons who appear to be under the influence of drugs or alcohol will not be allowed in or near aquatic facilities.

f. Socializing with an on-duty lifeguard is not permitted.

g. Pets, except guide dogs, are not allowed at the aquatic facilities.

h. In the event of a life threatening rescue the aquatics staff will notify the installation medical command, command duty officer, and the local MWR activity management representative.

i. Neither MWR nor aquatic facility employees are responsible for lost or stolen possessions of patrons.

j. Climbing on the lifeguard stands or using lifesaving equipment for other than emergency use is strictly prohibited.

k. Aquatic facility employees must be obeyed at all times and have the authority to suspend privileges for the day or portions of the day for individuals who repeatedly violate the rules or regulations. Continued violations may result in longer suspension of privileges with command approval.

l. The Aquatic Coordinator, Swimming Pool Manager, or Facility Supervisor may close the aquatic facilities for short periods of time without notice. Areas will be cleared of all persons during thunderstorms, electrical storms, and inclement weather. At the first sound of thunder or sight of lightning the area will be cleared and remain cleared until deemed safe (approximately 30 minutes after the last rumble or sighting). One long blast on the whistle by the lifeguard is the emergency signal indicating all persons in the water shall clear the swimming area immediately.

1203. Minimum Rules and Regulations for Swimming Pools including Wading Pools

a. All patrons are required to sign the daily log upon entering.

14 Jun 2013

- b. All swimmers must shower before entering the pool.
- c. Persons with colds, skin infections, or open wounds are not permitted to enter the pool.
- d. Contaminating the pool or walkway is prohibited.
- e. Swimmers must wear clean and appropriate swimwear. Cut-off jeans or pants are not authorized. Swimming with eyeglasses is permitted if they are safety glasses and properly secured with appropriate straps.
- f. Neither eating nor drinking is permitted within a reasonable distance of the pool (the Red Cross standard is 12 feet). A distinguishing mark will indicate the area beyond the pool where eating and drinking is permitted. No smoking is permitted in indoor swimming pool areas. Smoking may be permitted in designated areas of outdoor pools that are clearly marked where possible. Designated smoking areas should be at least 25 feet from bathhouse entrances and away from immediate pool area.
- g. Aquatic toys and equipment will not be permitted in the pool enclosure at any time. Prohibited items include, but are not limited to, rafts, kickboards, inner tubes, scuba gear, swim fins, masks, water wings, balls, Frisbees, inflatable objects, or other similar items. The use of these items is only authorized for organized programs, special events, or classes. Kickboards and other items of equipment used for lap swimming are authorized.
- h. Only U.S. Coast Guard approved personal flotation devices are authorized.
- i. Portable radios, televisions, or music devices (except small devices equipped with headphones) will not be permitted by patrons in the pool enclosure anytime.
- j. Running, pushing, dunking, or excessive splashing is strictly prohibited. Profanity, loud, boisterous or unruly conduct or behavior will not be permitted.
- k. The number of persons in the pool enclosure at any time will not exceed maximum pool capacity. The number of persons in the pool of an indoor facility at any time will not exceed the maximum pool capacity.

14 Jun 2013

1. All diving will be a forward jump or a forward dive straight off the diving board. One person at a time will use the board and will be limited to one bounce before entering the water. For the safety of all patrons, back dives and dives with flips, rotations, stunts, maneuvers or tricks should be prohibited, unless supervised by a qualified diving coach.

1204. Minimum Rules and Regulations for Waterfront Areas

- a. Swimming is not permitted after dark.
- b. Scuba gear is not permitted in the swimming area.
- c. Fishing is not permitted in or near the swimming area.
- d. Signs must be posted to warn patrons of shallow water, riptides, beach closure, and other hazardous conditions.
- e. Beaching of watercraft prohibited.
- f. Surfing and Skim Boarding should be confined to designated areas only.

1205. Certification Organization Equivalents. Equivalent Certification recognizes and allows for the acceptance of certifications from the following nationally or internationally recognized organizations. Recognition of certifications not listed requires approval from CNIC (N921).

Lifeguard/Water Safety Certification Organizations	
1. American Red Cross Lifeguard Training	2. American Red Cross Lifeguard Training Instructor
3. YMCA Lifeguard Training	4. YMCA Aquatics Instructor Trainer
5. YMCA Lifeguard Training Instructor	6. U.S. Navy Rescue Swimmer School (Aviation)
7. U.S. Navy Rescue Swimmer School (Surface)	8. U.S. Navy Rescue Swimmer Instructor
9. U.S. Navy Basic Underwater Dive School	10. Naval Aviation Water Survival Training Program
11. National Lifeguard Service Certification in Pool, Waterfront or Surf (Canada)	12. Royal Lifesaving Society Bronze Medallion (Australia & New Zealand)

14 Jun 2013

13. Royal Lifesaving Society of the United Kingdom Lifeguard Corps or Open-Water Certificate	14. Royal Lifesaving Society Lifeguard Corps (Australia & New Zealand)
15. Surf Lifesaving Association of Great Britain	16. Royal Lifesaving Society of the United Kingdom Bronze Medallion
17. Surf Lifesaving Association (Australia & New Zealand)	18. Royal Lifesaving Society of Canada Bronze Medallion
19. Federation Nationale des Maitres Nageur Sauveteurs Dauphin de Bronze (France)	20. Federation Nationale des Maitres Nageur Sauveteurs Lifeguard (France)
21. Ellis and Associates Waterpark Training Program	22. Deutscher Rettungsschwimmpa (Germany)

Swimming Instructor Certification Organizations	
1. American Red Cross Water Safety Instructor	2. American Red Cross Water Safety Instructor Trainer
3. American Red Cross Lifeguard Training Instructor	4. YMCA Progressive Swimming Instructor
5. YMCA Skipper Swimming Instructor	6. YMCA Lifeguard Training Instructor
7. YMCA Water Exercise Instructor	8. YMCA Aquatics for Special Populations Instructor
9. YMCA Synchronized Swimming Instructor	10. YMCA/Arthritis Foundation Aquatic Program Instructor
11. U.S. Navy Rescue Swimmer Instructor	12. Royal Lifesaving Society of Canada Instructor
13. Royal Lifesaving Society of Canada Advanced Teacher's Certificate	

1206. Program Operation. Aquatic programs should offer patrons the opportunity to engage in a variety of activities.

a. Swimming Zones. The swimming pool or waterfront area shall be divided into zones. The non-swimmers' zone is the area of the pool or waterfront where the depth of the water is five feet or less. The swimmers' zone is that area of the swimming pool or waterfront where the depth of the water is greater than five feet (exclusive of the diving zone). The diving zone is that area of the swimming pool where the depth of water is nine feet or greater. The swimmers' zone and diving zone of the swimming pool must be separated by a buoy line tightly fastened to each side of the pool.

b. The wading pool and surrounding area are the responsibility of aquatic staff members. However, a wading pool

14 Jun 2013

does not require a lifeguard stand, or a staff member to be physically stationed at the wading pool perimeter. The direct supervision of a child must be maintained by the parent, sponsor, or individual responsible for the child. This individual must remain in constant and direct supervision of the child while using the wading pool.

1207. Appropriated Funding Eligibility

a. MWR aquatics' facilities are generally operated as Category A MWR programs, but may operate as Category B MWR programs. The use of APFs is authorized up to 100 percent of authorized expenses for Category A MWR programs and up to 65 percent for Category B MWR programs. Commercial grade water theme parks are Category C activities per reference (a).

b. Aquatic training facilities are operated as Category A MWR programs. The use of APFs is authorized up to 100 percent of authorized expenses.

1208. Admission Fees

a. Active duty personnel and their family members will be permitted free admission to fitness pools and recreation pools during hours scheduled for physical fitness or lap swimming. Members of the Reserve components (Ready Reserve and National Guard, Reservists in training), Delayed Entry Personnel (DEP) and cadets of Service Academies will be provided the same eligibility as active duty members for the use of fitness pools and lap swimming at recreation pools.

b. For recreational use, all patrons who enter the facility, regardless of purpose, e.g., leisure swimming, sunbathing, child supervision, may be assessed the daily admission fee.

c. The daily fee should be valid for admission throughout the day at the facility.

d. Fees should be established for adults (16 years of age and older) and children (6-15 years of age). Children under six years of age should be admitted free.

e. The use of weekly, monthly, seasonal, or yearly facility admission passes is authorized for aquatic facilities. These passes should provide a discounted fee for use over an extended period (when compared to daily admission fees). The fee

14 Jun 2013

structure can also include separate rates for individuals (one person) and families (sponsor and family members).

1209. Staffing. During regular hours of operation and special events, a minimum of two certified lifeguards are required to be on duty at the pool. However, a minimum of one lifeguard should be assigned to, and stationed at each non-swimmers' zone, swimmers' zone, diving zone, and at the perimeter of the swimming pool or waterfront area. For small rectangular pools with a surface area of less than 5,000 square feet and without a diving zone, one lifeguard may be assigned for both non-swimmers' and swimmers' zones (according to patron/staff ratios). Special circumstances (few patrons) may warrant a waiver to the above policy. Request for waiver should be directed to CNIC (N921) via the chain of command.

a. Special Aquatics Programs. For aquatic programs conducted in addition to the regular hours of operation, one lifeguard is required to be on duty at the pool perimeter (according to patron/staff ratios).

b. Staff members with proper qualifications/certifications should be assigned and limited to the appropriate areas of responsibility.

1210. Staff/Patron Ratio. The ratio of certified lifeguard members to patrons must be maintained to allow constant supervision of patrons while in the aquatic facility. This preserves a safe environment and allows for an effective and efficient response to an emergency.

a. One certified staff member is required for every 50 patrons. However, the only certified staff members that may be counted in the staff/patron ratio are lifeguards and water safety aides.

b. Non-certified water safety assistants, swimming instructors, and non-certified instructional aides may not be counted in the staff/patron ratio, but may assist the lifeguard or water safety aide with the number of assigned patrons.

c. Staff members who perform other duties or services may not be counted in the staff/patron ration.

d. The ratio of certified lifeguards to patrons should be increased to compensate for extenuating circumstances. Such

14 Jun 2013

extenuating circumstances may include conditions of the environment.

1211. Staff Responsibilities and Qualification Requirements

a. Lifeguard. A lifeguard is a staff member who possesses the required certification to provide lifesaving and rescue skills. Section 1205 of this chapter provides a list of recognized lifeguard certification agencies. Lifeguard certification qualifies the staff member to be assigned the supervisory responsibility of all areas of the aquatic facility.

b. Water Safety Aide. A water safety aide is a staff member who possesses certification to perform elementary forms of non-swimming rescues, perform CPR, first aid, enforce water safety rules and regulations, and implement accident and emergency procedures. Section 1205 of this chapter provides a list of recognized water safety aide certification agencies. Water safety aide certification qualifies the staff member to be assigned the supervisory responsibility of all areas of the swimming pool or waterfront areas excluding the swimmers' zone and the diving zone.

c. Water Safety Assistant. Water safety assistants are non-certified staff members, who possess the knowledge and ability to perform elementary forms of non-swimming rescues, enforce water safety regulations, assist with accident and emergency procedures, and provide routine aquatic supervision. The non-certified water safety assistant may assist the lifeguard or water safety aide, and must be under the direct supervision of a lifeguard or water safety aide at all times.

d. Swimming Instructor. A swimming instructor is a staff member who possesses the required certification to instruct swimming, aquatic fitness, lifesaving or rescue skills and techniques. Section 1205 of this chapter provides a list of recognized swimming instructor certification agencies. Swimming instructor certification qualifies a staff member to instruct swimming, fitness, or water safety classes at the facility.

1212. Training Program. Lifeguards must have certification from a recognized organization that provides an instructional qualification program in lifesaving and rescue skills. Section 1205 provides a list of equivalent certification from recognized organizations. It is also the responsibility of MWR to maintain up to date certification records and training files for all aquatics personnel.

a. In-service staff training is recommended for all aquatics personnel. This training program should be implemented in order for staff members to periodically review and have a thorough understanding of operating policies and procedures, emergency procedures, rescue methods and techniques. The training program will ensure staff members maintain appropriate physical conditioning to perform duties of the position. All aquatics personnel should receive an orientation that includes:

- (1) Facility operating policies and procedures.
- (2) Appropriate uniform/attire.
- (3) Appropriate behavior/conduct.
- (4) Program and activity policies and procedures.
- (5) Health and sanitation rules and regulations.
- (6) Safety rules and regulations.
- (7) Emergency procedures.
- (8) Medical emergency procedures.
- (9) Rule violation/disciplinary procedures.
- (10) Accident/incident reporting procedures.

b. Use of professional aquatic organization/association training programs is also encouraged.

1213. Personnel Health Requirements

a. Staff members must be in good physical and mental health and free from communicable disease.

b. Staff members will maintain a high degree of personal cleanliness and level of physical fitness.

c. Staff members should not be required to provide lifeguard services for more than 50 minutes of each hour before taking a 10-minute break.

1214. Program of Activities. The aquatic program director will plan, coordinate and implement aquatic recreation programs,

14 Jun 2013

classes and events. Aquatic program directors should design a calendar of events on an annual basis, and determine detailed program plans at least three months in advance. The schedule must also be publicized at the facility and around the installation.

a. Swim Instruction is an element of aquatic programming that plans, organizes and conducts swimming classes, clinics or workshops for all ages and ability levels as an MWR-sponsored program or in coordination with other agencies or organizations. A comprehensive swim instruction program includes:

(1) Incremental skill advancement classes for school-age youths and adults.

(2) Introductory swimming skills and aquatic facility familiarization skills for infants, toddlers, and preschoolers.

(3) Water safety classes for school-age youths and adults.

(4) The use of instructional equipment and training aids of proper type, size, and skill level for the age and physical capabilities of the participants is recommended.

b. Fitness Classes and Programs are an element of aquatic programming that plan, organize, and conduct aquatic classes and programs that support and encourage physical fitness. These classes or programs are scheduled during, or in addition to, the facility hours of operation. These programs include lap swim hours, water aerobics, sports leagues, distance-swimming programs, and swim teams.

c. Special Events are an element of aquatic programming that plan, organize, and conduct social activities and events in the aquatic environment. These activities include social events, entertainment activities, aquatic sport tournaments, or swim competitions.

1215. Local Policies

a. Local operating instructions about aquatic programs and facilities should be developed and prominently posted for both employees and patrons to govern the following areas:

(1) Program management responsibilities.

- (2) Authorized patrons.
- (3) Lifeguard duties and responsibilities.
- (4) Hours of operation.
- (5) Program areas and objectives.
- (6) Fees and charges.
- (7) Rules and regulations.
- (8) Emergency procedures.
- (9) Operational boundaries.

b. Appropriate forms should be developed to regulate and facilitate operational procedures. These include daily sign-in forms, facility attendance reports, program participation reports, safety equipment check lists, facility inspection check lists, accident/incident reports, usage tracking, and discipline/behavior reports.

c. The facility hours of operation and program schedule should allow for maximum use and participation by eligible patrons.

1216. Swimming Pool Facility Safety Requirements

a. Water Quality. Pool water will be free of suspended matter and sufficiently clear to see the sides of the pool and a four inch black disk resting on the bottom of the deepest section of the pool. If the disk cannot be clearly seen, the pool will be closed until the water is cleared. Chemical balance and quality of the water are achieved and maintained with filtration systems and properly balanced chemical additives. Guidance on water quality, recirculation systems, and water treatment is in reference (b).

b. Pool Capacity. Safe capacity of the swimming pool facility will be calculated based on water surface area. The capacity of rectangular and "L" shaped pools will be calculated by adding the total capacity of the non-swimmers, the swimmers, and the diving zones. The calculations should be computed based on the following criteria:

14 Jun 2013

(1) Non-swimmers' Zone. Count one patron for every 15 square feet of water surface area.

(2) Swimmers' or Intermediate Zone. Count one patron for every 20 square feet of water surface area.

(3) Diving Zone. Count one patron for every 175 square feet of water surface area.

(4) Wading Pool. Count one patron for every 8 square feet of water surface area.

c. Markings

(1) Variations in pool depth of one foot will be marked on the pool deck. For indoor pools, depth markings may additionally be located on the adjacent walls. For outdoor pools, depth markings may additionally be mounted on the perimeter fence at the edge of the deck.

(2) Painted or colored tile swimming lane markings should be provided on the bottom of the pool.

(3) The main drain should be clearly marked by painting the grate a conspicuous color or by laying colored tile around the drain perimeter.

(4) Back stroke flags must be hung at both sides of the pool giving swimmers enough warning of the approaching wall.

d. Diving Boards and Area

(1) Standard diving "spring" boards will be 14 to 16 feet long and 1.67 feet (500mm) wide. They will be factory-fabricated aluminum or fiberglass with a non-slip surface. The standard distances for mounting the board are 1.6 feet (500mm), 3.3 feet (1m) or 9.8 feet (3m) above the water. Each diving board will have a lockable fulcrum adjustable over a distance of 10 to 12 inches. The base section of each board will extend at least five feet beyond the pool wall for 14 foot boards and six feet for 16 foot boards.

(2) Diving stands for diving boards will be factory-fabricated. Anchorage will be according to manufacturers' recommendations. Only sloped steps with handrails will be permitted to the diving boards. Steps may be located either at the end or side of the board depending on deck space available.

14 Jun 2013

Handrails will be provided for all steps and ladders leading to diving boards more than 3.3 feet (1m) above the water. Diving stands 3.3 feet (1m) or higher should be protected with dual-guardrails. The top guardrail will be a minimum of 2.5 feet above the diving board and extend to a minimum of one foot beyond the pool wall.

(3) Measured from the centerline of the diving board, the minimum distance between the diving board and the nearest parallel pool wall will be 12 feet. The minimum distance between each diving board or water slide should be 12 feet (measured from diving board or centerline of the water slide).

(4) The number of boards permitted within the area dimensions of the diving zone is as follows:

(a) 1 board = 45 feet x 24 feet

(b) 2 boards = 45 feet x 36 feet

(c) 3 boards = 45 feet x 48 feet

(5) The relationship of the depth of water under the diving board to the length of the diving zone will conform to the following safety standards:

Elevation of Diving Board Above Water	Minimum Depth of Water Under End of Board	Minimum Length of the Diving Well
1.6 feet (500mm)	9 feet	25 feet
3.3 feet (1m)	10 feet	35 feet

(6) The relationship of the diving board to the pool walls, facility ceiling, water depth, and length of the diving zone will conform to the following safety standards:

Diving Board Elevation Above the Water	1 Meter	3 Meter
From plummet back to pool wall	8 feet	8 feet
From plummet to pool wall at side	10 feet	12 feet
From plummet to adjacent plummet	8 feet	8 feet
From plummet to pool wall ahead	29 feet	34 feet
On plummet, from board to ceiling overhead	18 feet	18 feet
Clear overhead, behind and each side of plummet	8 feet	8 feet

14 Jun 2013

Clear overhead ahead of plummet	18 feet	18 feet
Depth of water at plummet	12 feet	13 feet
Diving Board Elevation Above the Water	1 Meter	3 Meter
Distance of depth of water ahead of plummet	20 feet	20 feet
Distance and depth of water each side of plummet	8 feet	10 feet

(7) Diving platforms with a height greater than five meters are not authorized for recreational swimming pools.

e. Lifeguard Stands

(1) Lifeguard stands should be factory manufactured and may be fixed or movable. Depending on the space available, the slope steps may be located at the rear or the side of the support stand.

(2) To minimize how much time the lifeguard may be subject to direct sun or glare, the lifeguard stand for outdoor pools should be located so the sun is at the back of the lifeguard or across the field of vision. The placement of the lifeguard stand should allow the lifeguard a field of supervision not to exceed 180 degrees.

(3) A minimum of one lifeguard stand is required for each swimmer's zone and diving zone. When swimmer capacity demands additional lifeguards within these areas and within the non-swimmers' zone, a stationary or perimeter patrol lifeguard post must be created.

f. Pool Accessories

(1) Portable equipment will be stored and secured in a storage room when not in use.

(2) Inserts and anchors will be installed in the pool deck according to manufacturers' recommendations. Stanchions and stanchion sockets for supporting backstroke lines, finish lines, recall lines, and splash curtains should be stainless steel with a top closure plug fitted flush with the pool deck when not in use.

(3) No obstructions will project from the pool wall. Lane line anchor hardware will be located in the back wall of the gutter, recessed pool wall, or in interior gutter curbs.

14 Jun 2013

g. Water Slides. Water slides are permitted in swimming pools where the water depth is five feet or greater. Water slides may be located in the swimming or diving zones. When in the diving zone, the distance between the water slide and a diving board will be 12 feet from the centerline of the diving board to the centerline of the water slide. Installation of slides in locations where the depth of water is less than five feet requires the prior written approval of CNIC (N921). Requests to install slides in less than five feet of water must include written certification from the manufacturer stating the minimum water depth for which the slide was designed.

h. Pool Enclosures

(1) For indoor pools, incorporating sound absorbing materials on wall and ceiling surfaces should be considered to control both echoes and sound reverberation.

(2) A fence or wall a minimum of six feet high is required to enclose an outdoor swimming pool.

(3) When perimeter access is necessary, a standard width gate for patrons and personnel entry/exit will be provided in the perimeter fence. These gates will be locked to secure the facility.

(4) Three feet wide gates and larger service gates should be provided to allow equipment/vehicle access to enclosed patios, grassed areas, activity areas, or playgrounds. These gates will be locked when not in use.

(5) Wading pools should be separated from the main swimming pool by a four foot high fence even if the wading pool shares a common deck with the main pool. A four foot high fence will separate the pool deck area from grassed areas, activity areas, or playground areas.

(6) Nonferrous metal, or stainless steel ladders with above deck-mounted grab rails on both sides will be installed to provide for safe entry and exit from the pool. A minimum of one ladder should be provided on each side of the pool in the diving zone. A minimum of one ladder should be provided in the non-swimmers' zone and swimmers' zone to allow ingress and egress. Additional ladders should be provided at least every 75 feet of pool perimeter. Ladder treads should have non-slip top surfaces. A clearance with a minimum of three inches and

14 Jun 2013

maximum of six inches between the ladder and the pool wall is required. Steps built or cast into the pool wall may provide safe entry and exit from the pool.

(7) The pool deck will be of a non-slip surface and free of irregular surfaces and fittings along accessible routes.

i. Bathhouse

(1) The main traffic pattern should allow easy access to the entry of the bathhouse. A control counter will control the circulation of patrons among all areas of the building. Patrons must enter and exit through a control counter in or near the bathhouse. The control counter provides supervision of activities in the bathhouse or on the pool deck. Entrances and exits to the pool from the bathhouse will be planned to introduce the patrons to the pool only at the shallow end.

(2) The bathhouse should give patrons dressing areas, clothing storage facilities, benches, toilets, and showers.

(3) Floor surfaces throughout the bathhouse (excluding utility areas such as mechanical equipment and storage rooms) should be of non-slip and impervious material. Concrete floors may be permitted if they are troweled or broom finished (slip resistant), embossed printed, tinted or epoxy-coated.

(4) The bathhouse should be provided with natural and/or mechanical ventilation to reduce excessive heat and dampness. The walls, ceiling, and floors should be of waterproof and vapor-resistant materials. Hot and cold showers and soap dispensers are required. An adjustable temperature control should be provided (temperature should not exceed 100 degrees Fahrenheit). Lavatories with soap dispensers and paper towels or drying devices should be provided.

(5) Glass mirrors or glass objects are not permitted in the bathhouse. Stainless steel mirrors are permitted over counters and against walls.

(6) The use of lockers or baskets to meet the clothing storage requirements is recommended. Lockers or baskets should be by coin operated lock systems, facility issued tag numbers, facility issued keys or padlocks, or patron furnished padlocks. Lockers should be well ventilated, set on a closed base, and securely anchored to the floor and wall.

14 Jun 2013

j. Communications

(1) Time and competition clocks should be displayed and visible for general information and competitive use.

(2) A public address system is recommended for paging and public announcements. Speakers should be provided in the pool enclosure and in the locker/dressing area. Lifeguard stands should include a method of intercommunication with the pool patrons, staff members, control desk, and manager's office.

(3) A minimum of one telephone is required at the control desk, bathhouse, or lifeguard stand for emergency and business use.

k. Chlorine. Chlorine gas storage areas should have an automatic chlorine gas detection alarm system and a suitable warning sign posted. Lifeguards and other supervisory personnel will receive indoctrination in the proper procedures to follow in case of a chlorine gas leak. Only properly equipped emergency personnel will attempt to stop a chlorine leak.

l. Pre-season and Post-season Inspections. A pre-season pool inspection will be made within 48 hours before the pool opening date as well as a post-season inspection within 15 days after the pool closes. Inspections will be conducted jointly by public works, medical, safety, health and MWR personnel.

m. Drains. All drain systems must contain anti-entrapment covers or devices in compliance with reference (c).

1217. Waterfront Area Safety Requirements

a. Lifeguard Stands

(1) Waterfront areas should have a minimum of one lifeguard stand every 200 linear feet of designated waterfront.

(2) Lifeguard supervision patterns will overlap a minimum of 15 to 20 percent.

(3) Special circumstances (e.g., few patrons) may warrant a waiver to the above policy. Requests for waivers should be directed to CNIC (N921) via the chain of command and be accompanied by a detailed safety mitigation plan of which the MWR Director, Safety Officer, and Installation CO have approved.

14 Jun 2013

b. Markings. Anchored buoys should be provided at waterfront areas to designate the swimming perimeter. Drop-offs, underwater hazards, and wading areas should also be designated.

c. Fixed or Floatable Diving Platforms

(1) Diving platforms should be constructed with 12 inches of visible airspace from the surface of the water to the bottom of the structure. All underwater construction should be kept to a minimum and designed to prevent entrapment of swimmers. Diving platforms or diving devices should not be constructed at heights greater than 9.8 feet (3m) above the water surface.

(2) The following table specifies the minimum depth of water, measured at the lowest tide, in which diving platforms may be located:

Platform Type	Water Depth for a Distance of 12 Feet in all Directions
Platforms 1.6 feet (500mm) Above the Water Surface	9 feet
Platforms 3.3 feet (1m) Above the Water Surface	10 feet
Platforms 9.8 feet (3m) Above the Water Surface	12 feet

d. The Aquatic Coordinator, Swimming Pool Manager, or Facility Supervisor may close the waterfront area without notice. Areas will be cleared of all persons during thunderstorms, electrical storms, inclement weather and with the presence of natural hazards (e.g. jelly fish). At the first sound of thunder or sight of lighting the area will be cleared and remain cleared until deemed safe (approximately 30 minutes after the last rumble or sighting). When present, one long blast on the whistle by the lifeguard is the emergency signal indicating all persons in the water shall clear the swimming area immediately.

1218. Aquatic Safety Equipment and Requirements. Patrons who participate in aquatic activities or programs accept the responsibility of evaluating their own swimming skill levels and abilities, determining their physical limitations, and remaining in the swimming pool or waterfront area that is commensurate with their ability. The lifeguard may assign or restrict

14 Jun 2013

swimmers and non-swimmers to an area, activity, or facility depending upon the swimmers' or non-swimmers' swimming skill level. The following table lists required safety equipment:

Required Aquatic Facility Safety Equipment			
General Safety Equipment for All Facilities	Lifesaving Equipment for Swimming Pools	Lifesaving Equipment for Waterfront Areas	First Aid Equipment for All Facilities
Megaphone	Rescue tube at every lifeguard stand	Longboard	First Aid Kit
Whistle	Rescue pole at every lifeguard stand	Rescue tube at every lifeguard stand	Factory-manufactured marine backboard with straps and head immobilizer
Shade Umbrella		Rescue pole at every lifeguard stand	Cot
Sunglasses (Recommended)		Mask, fins, and snorkel	Blanket
Visor or Cap (Recommended)		Heaving line	Pillow
Sunscreen (Recommended)			AED
Telephone / Two Way Radio			

1219. Hyperventilation and Breath-Holding

a. Hyperventilation and breath-holding for an extended period are extremely dangerous practices that can cause "shallow water blackouts" and death. This practice of hyperventilating and extended breath holding is prohibited at MWR aquatic facilities. Signs will be posted prohibiting breath holding and hyperventilation.

b. Aquatics staff members will be thoroughly briefed on the risks associated with hyperventilation and breath holding and maintain vigilance to prohibit this practice.

Chapter 13

**INFORMATION, TICKETS AND TRAVEL AND
CONTRACTED LEISURE TRAVEL PROGRAMS**

Ref: (a) DoD Instruction 1015.10 of 6 July 2009
(b) DoD 5500.7-R of 1 August 1993
(c) 41 CFR 304-2
(d) OPNAVINST 1700.9E
(e) OPNAVINST 5380.1B
(f) CNICINST 5300.2

1301. Navy Information, Tickets and Travel (ITT). Navy recognizes the importance of the ITT and Contracted Leisure Travel programs in enhancing morale and enriching the leisure time of patrons within the Navy community. References (a) through (f) apply to this program.

1302. ITT Program Objectives. ITT programs should:

a. Promote and provide a wide variety of recreational, entertainment, and travel opportunities for eligible MWR patrons.

b. Provide an equitable program that addresses the leisure needs of all eligible MWR patrons.

c. Support Navy readiness and retention by promoting recreational activities that enhance quality of life (QOL) by providing constructive leisure time opportunities.

1303. Funding. The ITT program and unofficial commercial leisure travel services are Category B MWR activities and are authorized appropriated fund (APF) support per reference (a).

1304. Program Elements

a. Information Services. This includes, but is not limited to, brochures, flyers, maps (installation and local area), information booklets, and associated material providing information on recreation, cultural events, entertainment, sporting events, and attractions both on and off-base.

b. Entertainment and Tickets. This includes, but is not limited to, theme parks, dinner theaters, concerts, plays, athletic/sporting events, movie theaters, and special events. Regionally/locally determined fees may be added to the ticket

14 Jun 2013

price to offset expenses. Tickets are secured by the following methods: consignment; print on demand/online; pre-paid; contracted; network; promotion; and voucher.

c. Local Tours. This includes, but is not limited to, tours providing ground transportation to sporting events, musical performances, cultural and historical points of interest, and MWR-related specialty tours.

d. Cruises and Vacation Packages. This includes, but is not limited to, cruises and vacation packages (e.g., airfare, ground transportation, lodging, and excursions).

e. Additional Services. This includes, but is not limited to, centralized registration for MWR activities, ride boards for sharing transportation, small group transportation services, merchandise market board, and a centralized source of information for all base services.

1305. Ancillary Functions. The following functions are also authorized in support of the ITT program:

a. Resale items such as sunglasses, hats, T-shirts, passport photos, maps, guidebooks, and travel publications in coordination with the local Navy Exchange (NEX) to avoid duplication of services.

b. Consignment items including discount coupon booklets, travel club memberships, and other travel/tour-related services.

c. Local tours and bus charters may be offered for MWR-related activities, based upon availability of transportation. However, MWR is not in the vehicle rental business. All charter/tour participants must be authorized MWR patrons, as identified in reference (a).

1306. Tour Programming. The objective of the ITT Tours Program is to provide access to cultural, recreational, social, and educational opportunities. The following transportation resources may be used:

a. Installation transportation.

b. MWR-owned and MWR-operated transportation.

c. Contracted commercial services.

1307. Acceptance of Travel Benefits in Connection with Meeting Training Requirements and in Connection with Familiarization (FAM) Tours.

a. Reference (b) provides guidance on accepting gifts under two separate legal authorities that enable the Department of Navy to accept gifts of travel and related benefits from non-Federal sources.

(1) Title 31 U.S.C. §1353 allows designated Navy officials to accept travel benefits on behalf of the Navy in connection with employee attendance in an official capacity at a meeting or similar function. For those ITT employees who are required to hold certain travel industry certifications (as reflected in their position description), travel benefits offered by non-Federal sources in connection with obtaining or maintaining this certification may be accepted under Title 31 U.S.C. §1353. See reference (b) and consult with your local Ethics Counselor for proper gift acceptance procedures. In accordance with reference (c), attendance at vendor promotional training or meetings held for the primary purpose of marketing the non-Federal sources product or services may not be accepted under the authority of Title 31 U.S.C. §1353. Travel benefits for FAM Tours may not be accepted under this authority.

(2) The gift acceptance authority of Title 10 U.S.C. §2601 is the authority under which gifts to the Navy of travel benefits in connection with FAM Tours must be accepted. See reference (b) and consult with your local Ethics Counselor for proper gift acceptance procedures.

b. Request for approval of a FAM tour shall include the following, at a minimum: a list of offered items, including the value of such items; the itinerary of ITT staff member(s); whether acceptance of the FAM tour is in furtherance of an employee's industry certification; the nature of the relationship with the contractor (current or prospective contractor); a business analysis of how acceptance will benefit the authorized client base; and any other such information required by the local ethics counselor and/or REGCOM/Installation CO.

c. Offers of gifts of travel benefits may not be solicited.

1308. Tour Staffing Requirements. The following staffing information is provided:

14 Jun 2013

a. Tour Staff Ratio. A minimum of one tour escort is required for all ITT tours. However, a ratio of one escort for every 45 patrons (1:45) is recommended. Children/youth tours should follow the provisions of reference (d).

b. Tour Staff Training. Training should include an overview of accident/emergency precautions, vehicle administration, and locally developed ITT tour and safety procedures.

c. Volunteers. Volunteers may be used as tour escorts or drivers. All volunteers shall receive appropriate training and possess appropriate credentials (e.g., city tour guide permit). Reference (e) applies.

d. Vehicle/Driver Administration. Special attention must be given to ensure that vehicles used in ITT tour programs, whether MWR owned, part of the base fleet, or contracted, meet the minimum operating and vehicular safety standards mandated by local, state, national, or host country regulations for commercial vehicles. No ITT tour will depart the installation without a predetermined plan of support for an emergency situation or vehicle breakdown. Specific driver instructions include the following:

(1) Drivers of MWR vehicles used for ITT programs must be MWR employees, volunteers, or contracted through a commercial bus company to provide drivers. Drivers of MWR vehicles must also possess the appropriate driver's license and other documentation required by the State, country, or local jurisdiction.

(2) Drivers employed by MWR must be paid for the entire duration of the trip. When a recreation aide is used as a driver, the driving duties cannot exceed 20 percent of the normal work week (not more than 8 hours in a 40-hour work week). If driving duty of a recreation aide regularly exceeds 20 percent of his or her normal work schedule, these amended requirements should be placed in the position description. MWR NAF employees shall not be used for non-MWR driving duties. See reference (f).

(3) If the length of the ITT trip is more than one day, and the driver employed by MWR needs to remain overnight, the driver must be on official travel orders.

14 Jun 2013

(4) If a meal is included as part of the group itinerary/activity, the driver or tour guide may accept such a meal, but the meal must be declared on the individual's travel claim as government-provided, so that erroneous payment of per diem does not occur.

(5) Tickets to attractions may be provided to the driver only if he or she is also serving as an escort and requires admission to perform those duties.

e. Tour Safety Requirements. Staff and volunteer tour escorts must complete a certified course in first aid and CPR. Escorts must be aware of any special needs of patrons prior to departure. Unaccompanied youth under the age of 18 must have parental permission and provide an emergency point of contact in order to participate in ITT tour programs.

1309. Entertainment Ticket Program. The entertainment ticket program provides tickets to various entertainment venues, both in the local area and around the country at substantial military discounts. The Navy participates in regional military networks that consolidate purchasing power by combining sales volume. The program provides discount tickets for theme parks, entertainment, historical sites, and local attractions. Additionally, the Entertainment Ticket Program has major theme park tickets from many parts of the country and discount vouchers for various attractions. The following options are available:

a. Consignment Tickets. Consignment tickets are tickets provided to MWR under an agreement between MWR and a vendor where the consignor retains ownership of tickets until the tickets are sold. The ITT office may charge a nominal fee to provide the service or withhold a percentage of sales before paying the consignor, per agreement with the consignor.

b. Pre-Paid Tickets. Pre-paid tickets are tickets purchased in advance for resale, with ownership transferred from the vendor to MWR when the tickets are received from the vendor.

c. Contracted Tickets. These are part of an automated ticket service operated by MWR personnel, under contract with a corporation that provides multiple ticket lines.

d. Promotions. MWR activities may accept tickets from suppliers as premiums for promotion to authorized patrons. Authorized premiums are those where the minimal intrinsic value

14 Jun 2013

is less than \$10 retail, e.g., day-of-show tickets. ITT managers must document receipt of premiums and receive approval from the MWR Program Manager prior to acceptance. These premiums must be distributed to authorized MWR patrons before distribution to MWR employees. Before distributing premiums to MWR employees, the command's ethics counselor shall be consulted.

e. Bonus or No Cost Merchandise. MWR activities may accept tickets or products at no cost from suppliers based on volume purchases. This merchandise may be sold to reduce overall cost to authorized patrons or used as a promotional or advertising opportunity.

1310. Contracted Leisure Travel Programs

a. Program Objectives. The objective of a contracted leisure travel program is to provide professional leisure travel services in conjunction with services offered by ITT programs. The Contracted Leisure Travel Program goes beyond the capabilities and intent of the ITT operation and requires a cooperative relationship with a contracted travel provider.

b. Program Elements

- (1) Reservations/tickets for air, ship, rail, and bus.
- (2) Air and ground tour packages.
- (3) Reservations for hotels, motels, and rental cars.
- (4) Assistance with tourist passport/visas.
- (5) Travel insurance.

c. Needs Assessment. Prior to solicitation of a leisure travel contract, a needs assessment analysis must be performed to determine potential sales volume and local demand levels. This assessment should include all market segments.

d. Contracting Guidelines. All Requests for Proposals (RFPs) must be approved by CNIC HQ NAF Financial Management (N948) prior to solicitation. Sample leisure travel contract guidelines including a model RFP and Solicitation, Offer and Award form, SF-33, may be obtained from CNIC HQ (N948). Modification of the model RFP and guidelines are required to

14 Jun 2013

address local requirements. Assistance is available from CNIC HQ (N948) upon request.

e. Authorized Carriers. Leisure group travel must be accomplished through the use of air and land carriers authorized by the Military Airlift Command, the Military Traffic Management Command or Joint Service Travel Program (JSTP) preferred providers. This policy does not preclude the use of commercial travel providers by MWR activities' carriers in overseas areas. MWR activities must coordinate with the local Navy Passenger Transportation Office (NAVPTO) to verify certification of potential carriers prior to contracting. Excluded from this policy is travel on foreign flag carriers when arranged per reference (b) or individually arranged leisure travel.

f. Exclusivity. The exclusivity for the individual point-to-point travel market cannot be guaranteed since there may be another commercial travel office on base assisting in the arrangement of official travel. Leisure travel arrangements made in conjunction with official travel are authorized at the request and convenience of the service member.

g. Duplication of Services. Contracted leisure travel services will not be duplicated by ITT offices unless by mutual agreement. It will be at the discretion of the local command to determine which services will be provided by the ITT office and which services are offered by the contracted leisure travel provider.

h. Coordination of Services. MWR programs offering travel or tour opportunities should coordinate them through their ITT office to ensure the best use of all resources, partnerships, and contracts. This allows each facility/program to eliminate conflicts, utilize knowledge and experience of reputable preferred providers, and to benefit from volume discounts.

i. MWR Program Planning Fees. In partnership with other MWR programs, ITT may charge a nominal fee to cover product costs, services, and labor.

j. Concession Fees/Rebates. Fee or rebate payments made to the MWR fund by the travel provider must be based on a percentage of net sales.

k. Location. The physical office space of the MWR leisure travel service must be separate from the "official travel office." The leisure travel office should be located in an area

14 Jun 2013

with consideration given to visibility, parking (handicap access), traffic flow, and adjacent services. Co-location with the ITT office is recommended. The office interior should be comparable to civilian travel agency standards.

Chapter 14

NAVY MOTION PICTURE SERVICE

Ref: (a) DoD Instruction 1015.10 of 6 July 2009
(b) OPNAVINST 1710.11
(c) BUPERINST 1710.15A
(d) SECNAVINST 5870.4A
(e) JAGINST 5800.7E

1401. Purpose. To provide guidance on the administrative and operational procedures necessary to participate in the Navy Motion Picture Service (NMPS) and to establish the authority and responsibilities of CNIC, Navy Motion Picture Services Branch (N923), MWR field activities, and other program users. References (a) through (e) apply.

1402. Program Management Authority. CNIC NMPS Branch (N923) has exclusive responsibility for the administration and management, including procurement and distribution, of entertainment motion pictures for shore and afloat units within the Navy. This responsibility further extends to the following: Marine Corps (USMC); Coast Guard (USCG); ships of the Military Sealift Command (MSC); designated ships operated by National Oceanic and Atmospheric Administration (NOAA); State Department Foreign Service posts; and various embarked deployed, research, and expeditionary forces worldwide. NMPS provides entertainment movies on encrypted digital video disc (DVD) to afloat and shore units and on Digital Cinema Prints to designated shore station theaters.

1403. Movie Program Formats. NMPS determines the formats used by participants in the movie program. Current formats provided are encrypted DVD (NDVD) and Digital Cinema Prints (DCP). The provisions of this instruction and any other guidance provided by NMPS are binding for current and future movie program formats. Reference to "movie library" in this instruction and any other program guidance refers to all licensed movies provided by NMPS, authorized for use by a participating program site.

a. For information on 8mm videotape, refer to Navy Entertainment Movie Program Ashore/Afloat Management Guides.

b. For information on 35mm film refer to 35MM Movie Program Management Guide dated Fall 2007.

14 Jun 2013

1404. Sole Source. NMPS is the sole source for the movie program product procurement for public performance for all authorized program sites. For the purpose of this instruction, the term "movies" or "motion pictures" includes all formats. NMPS holds the industry contracts for proper licensing and procurement for public performance of all motion picture products available for use at aforementioned locations. NMPS is also the sole source for contact or negotiation for the purpose of securing information about and/or procuring entertainment motion picture products. The use of appropriated funds (APFs) or non-appropriated funds (NAFs) by activities other than NMPS for procuring entertainment motion picture products for public performance is prohibited.

1405. Operational Responsibilities, Tasks and Functions

a. NMPS will:

(1) Approve requests for the establishment of NMPS exhibition sites and set operating guidelines and program standards to ensure the overall success of the movie program.

(2) Establish program user fee policy.

(3) Assist in technical areas concerning negotiation, administration, and preparation of contracts with individual motion picture companies for the procurement of entertainment motion picture products.

(4) Screen, select, procure, and schedule all entertainment motion pictures for distribution to NMPS program sites.

(5) Direct, administer, control, and monitor the ashore and afloat movie program worldwide.

(6) Render and analyze accountings of attendance and financial performance compiled from reports required by NMPS and motion picture contracts.

(7) Review movie damage or loss and take such action as may be required, including assessment against the responsible activity.

(8) Provide information about equipment and technical procedures for the movie program.

14 Jun 2013

(9) Maintain an inventory control system for all motion pictures.

(10) Recall and account for lease-expired motion pictures.

(11) Review and advise exhibition sites to ensure compliance with all regulations related to Navy motion picture usage.

(12) Suspend motion picture exhibition privileges of activities when deemed necessary.

(13) Provide quality control and inspection of movies.

(14) Perform such other duties and functions as may be directed by higher authority.

b. Fleet Commanders or their designated representatives will:

(1) Assist NMPS in making advance arrangements to supply motion picture programming to assault troops, special units, or fleet ships not equipped with the movie program for special operations.

(2) Advise NMPS in advance of ships scheduled for commissioning and decommissioning to permit NMPS to plan for increases and reductions in movie acquisition.

(3) Suspend motion picture privileges of exhibiting afloat and ashore sites when required to ensure compliance with the provisions of this instruction.

c. COs of ships and ashore activities utilizing the movie program will:

(1) Delegate a responsible individual to ensure procedures are effectively followed and provide NMPS with onboard movie program point of contact information.

(2) Provide suitable spaces for all movie program sites. This includes a secure, dry, and cool space for storing motion pictures when not in use to preclude damage, pilferage, duplication, and to prevent deterioration.

14 Jun 2013

(3) Authorize personnel to operate motion picture exhibition equipment only when qualified to operate such equipment.

(4) Ensure that projection and playback equipment is maintained in good operating condition and not used when in disrepair.

(5) Strictly enforce exhibition of entertainment movies only at eligible sites and only to eligible patrons, as designated in reference (a).

(6) Prohibit public performance of movies from sources other than NMPS.

(7) Prevent unauthorized loans of motion pictures to any other government activity or non-government organization unless NMPS has issued prior authorization.

(8) Ensure proper handling and timely return shipment of movies.

(9) Ensure accountability of motion picture inventory at all times.

(10) Initiate investigation of damaged or lost movies and immediately report the circumstances to NMPS.

(11) Submit payment to NMPS for movies determined to have been negligently damaged or lost while in command custody.

(12) Allocate funds to provide and maintain exhibition facilities, equipment, and property.

(13) Take appropriate steps to prevent alteration, censorship, cutting, or duplication of NMPS movies.

(14) Require that all records be prepared properly and reports submitted promptly, as required by this instruction.

(15) Require that all designated movie program handlers be fully familiar with the contents of this instruction and adhere to its direction and procedures.

d. For COs of ashore activities operating DCP theaters, ensure the following actions are accomplished:

14 Jun 2013

(1) Administer audit procedures as required by this instruction.

(2) Utilize promotion aids such as posters and ad slicks in such a way as to comply with copyright laws while maximizing exposure to prospective patrons. Advertising efforts must be limited to on-base venues and eligible patrons. Assistance in marketing and promotion techniques may be obtained by contacting NMPS.

e. All on-site Movie Program Managers/Custodians will:

(1) Ensure that local movie programs operate within the regulations outlined in this instruction.

(2) Maintain security controls and accountability of movie inventory.

(3) Submit forms and reports to NMPS in a timely manner as required by this instruction.

(4) Notify NMPS immediately of any movie damage, loss, or program discrepancy.

(5) Notify NMPS of any changes in local movie program exhibition location, management, or point of contact information.

1406. Copyright Policy

a. All movies and promotional materials distributed by NMPS are copyrighted properties protected under U.S. Copyright Law. In addition, reference (d) and any superseding regulations apply U.S. Copyright Law to Department of Navy (DON) in the context of the armed forces environment. Copyright Law affects all media of entertainment movies and the subsequent promotional materials distributed by NMPS. All NMPS movies are copyrighted material licensed solely for public performance by Navy. Violation of Copyright may result in Uniform Code of Military Justice (UCMJ) action, as well as civil and criminal penalties, and may jeopardize the entire movie program.

b. Neither the U.S. Government nor DON owns any programming distributed by NMPS. The programs themselves are leased from their respective copyright owners. These licensing agreements are formal contracts which give Navy certain narrowly-defined rights to distribute and exhibit such programming in carefully

14 Jun 2013

specified locations and to specific groups of individuals. Unauthorized use by Navy exhibition sites can result in Navy liability for breach of contract and a breakdown in productive contract relations with distributors.

c. Reproduction or duplication of NMPS movies by any party for any reason is strictly prohibited. Movie Program Managers/Custodians will monitor audience behavior to ensure no videotaping or recording of on-screen presentations takes place.

d. Alteration of NMPS movies in any way, including overdubbing, re-recording, or editing is prohibited.

e. Individuals responsible for theft or piracy of NMPS movies may be subject to Federal and civil prosecution for violation of the Copyright Act, theft of government property, and unjust enrichment to the disadvantage of the movie distribution company. Prosecution under UCMJ may be initiated as well for breach of Copyright policy established under DoD and DON directives and instructions, and for breach of procedures under this instruction. UCMJ applicability would include but not be limited to the areas of theft, wrongful appropriation, violation of orders, and destruction of government property.

1407. Procurement. Entertainment motion pictures are leased rather than purchased and must be returned to the appropriate film distribution company or disposed of by NMPS, per distributor instructions upon lease expiration. The following outlines procurement policy:

a. Procurement Goals. The primary goal of the movie program is to procure a sufficient quantity of feature films to meet the entertainment needs of the fleet at both ashore and afloat commands. Current service for NDVD sites is sixteen (16) movies per month; current service for DCP sites is two (2) to three (3) movies per week.

b. Procurement Sources. All responsible owners, producers, and distributors of entertainment motion pictures are considered potential sources of supply.

1408. Audience Eligibility

a. Ashore Movie Exhibition is authorized in accordance with reference (a).

14 Jun 2013

b. Afloat Movie Exhibition is authorized for onboard viewing for all crew members assigned to ships, per reference (a).

1409. Selection Criteria for Movie Program. Motion pictures will be selected primarily for the entertainment of active duty Navy, Marine Corps, and Coast Guard personnel and their immediate family members, with the overall goal of providing the best available product. Selection will be based on the entire motion picture, as produced, with respect to its impact as entertainment. Selection will also take into consideration the film rating assigned by the Classification and Rating Administration of the Motion Picture Association of America.

1410. Censorship. NMPS movies will not in any way be censored, altered or cut by users thereof. COs may decide not to exhibit a motion picture aboard their command if, in their opinion, its exhibition would have an adverse impact on morale.

1411. Movie Program Location Eligibility

a. Ashore Locations. Generally, all ashore commands of the U.S. Navy, Marine Corps, and Coast Guard are eligible for movie program service. Eligibility for the DCP theater program is determined by local command needs, availability of an appropriately equipped theater facility, and subject to approval by NMPS.

b. Shipboard Sites. NMPS movie service is available to deployable Navy ships. The term "deployable" takes into account ships actively committed to self-propelled operations at sea for extended periods. Navy vessels permanently or semi-permanently berthed in port, towed when underway, performing in-shore or limited short duration coastal operations, designated as yard craft, or not having permanent overnight crew berthing and messing will not normally be authorized movie service. Instead, they will be considered on a case-by-case basis, upon written request to NMPS. Foreign naval ships and civilian contract vessels are not eligible to use NMPS movies. Movies will not be provided to tenant command staffs when such a service is provided to the host command. Tenants will be authorized access to the host movie program. The following categories of ships are authorized to exhibit NMPS movies:

(1) All U.S. Navy ships with crews embarked and ships undergoing overhaul or pre-commissioning with crews berthed afloat. When ships are under construction or being overhauled

14 Jun 2013

at a commercial shipyard where no Navy or other armed forces motion picture exhibitions are available, movies may be shown in facilities that are provided exclusively for the ships' crews, e.g., barracks. Attendance is limited to eligible ship's personnel for these exhibitions. Where armed forces movie exhibitions are available, movies can be shown only on facilities afloat or pier-side for eligible ship's personnel.

(2) U.S. Coast Guard ships designated by Commandant of the Coast Guard.

(3) Designated vessels under the operational control of Military Sealift Command (MSC).

(4) NOAA ships designated by NOAA headquarters.

(5) Yard craft that remain overnight at sea and those in port with berthing facilities and U.S. Navy personnel living aboard.

(6) No other ships or fleet commands may participate in the movie program without advance written approval from NMPS.

c. Movie Sites Conditionally Eligible. The following sites may be served with NMPS movies, provided prior written approval is obtained from NMPS:

(1) U.S. Joint Service Operation Commands not receiving Army and Air Force Exchange Service (AAFES) motion pictures with written consent of AAFES.

(2) U.S. Army Commands not receiving AAFES motion pictures with written consent of AAFES.

(3) U.S. Air Force Commands not receiving AAFES motion pictures with written consent of AAFES.

(4) U.S. Naval Missions.

(5) U.S. Military Advisory and Assistance Groups.

(6) U.S. Defense Attaché Offices.

(7) U.S. Foreign Service Posts not receiving AAFES motion pictures.

14 Jun 2013

(8) U.S. Navy tenant activities located at foreign Navy installations.

(9) Foreign ships deployed under U.S. operational control.

(10) Ships operating under military contract with Navy personnel attached.

d. Locations Not Eligible for Movie Program Service. The following locations are prohibited from exhibiting movies distributed by NMPS:

(1) Private quarters (residences aboard ship or ashore, whether government-owned or otherwise).

(2) Radiating signal broadcasting of Navy entertainment motion pictures ashore is prohibited, including Armed Forces Radio and Television Service (AFRTS) stations.

(3) Foreign military activities.

1412. Requesting NMPS Service. Initial requests for service must be submitted in writing to NMPS via letter, fax, E-Mail or message by the CO, with a copy provided to the major claimant. Requests should be received at NMPS 60 days prior to the requested start date. All non-Navy activities should submit requests via their respective commandant or headquarters office. NMPS will respond to all requests for service upon receipt of written request. All requests to establish sites shall contain the following information:

a. All Locations

(1) Name and location of site, along with site description, including type of building, room or ship (include name and hull number) and viewing capacity.

(2) Unit Identification Code.

(3) Site movie program point of contact.

(4) Defense Switched Network (DSN) and Commercial phone numbers.

(5) E-Mail address.

- (6) Correspondence address.
- (7) Movie shipping address (if different).
- (8) Number of eligible patrons to be served.
- (9) Other NMPS movie programs available.

b. Shore Locations

(1) Present and projected numbers and categories of personnel authorized to attend motion picture exhibitions, including active military, immediate family members, civilians, retirees, and reservists.

- (2) Justification for establishment.

1413. Disestablishing or Suspending Service. In the event it is deemed advisable to disestablish or temporarily suspend service, notification will be given directly to NMPS by Navy activities, or via the cognizant commandant or headquarters office of other participating activities.

a. Disestablishing Service for Sites Ashore

(1) Notification will be given in writing no later than 90 days prior to the intended site closing date.

(2) Notification must include the reason for discontinuing service.

(3) For NDVD sites, arrangements must be made to return NDVD players to NMPS.

(4) For DCP sites, arrangements must be made to return all movies.

b. Decommissioning of Afloat Units. COs shall notify NMPS in writing not less than 90 days prior to the scheduled decommission date. This allows NMPS time to suspend shipping and for shipments already in the mail to arrive.

c. Temporary Suspension of Service for Ashore or Afloat Units in Refit

(1) Notification will be given, in writing, no less than 90 days prior to suspension of service.

(2) Notification must include the reason for suspending service and the anticipated date the refit will end or the facility will reopen.

(3) NMPS will return the library and any missed shipments, if still available, during the time of closure upon receipt of written request to restore service.

1414. Storage and Security of Movies

a. Movie Storage Areas

(1) Conditions. Movies should be stored in a cool, dry, climate-controlled location with a low relative humidity of 50-60 percent and an average static air temperature not to exceed 75 degrees Fahrenheit.

(2) Security. All movie storage areas will be secured under "high security" lock and key to prevent unauthorized entrance. Only authorized program personnel will be allowed into the storage or equipment control/projection areas.

b. Under no circumstances shall movies be exchanged or removed from NMPS movie sites or loaned to other locations without prior consent from NMPS.

c. Each command having custody of NMPS movies must establish stringent security measures unique to the unit which minimize the possibility of theft, piracy, unauthorized recording, wrongful appropriation, or malicious damage. Immediate notification of loss shall be made to NMPS and other appropriate parties.

d. Connection of privately-owned devices capable of recording to data lines or playback equipment carrying NMPS movie signals is prohibited.

1415. Loss of Movies or NDVD Players. Procedures for identifying, locating, and reporting lost movies or NDVD players:

a. Whenever a movie is unaccounted for, the local program manager shall conduct a search of the area and notify the chain of command that movie(s) may be lost.

14 Jun 2013

b. If efforts to locate or recover the missing movie(s) are unsuccessful, NMPS will require a letter from the command indicating what happened, what is missing, and what steps have been taken to prevent future loss.

c. Failure to report lost movies or additional losses can result in suspension of movie support.

d. If a NDVD player is missing, it must be reported immediately to NMPS, including the serial number of the missing unit.

e. If theft is suspected, secure the location and contact military authorities and NMPS.

f. If a criminal investigation is conducted, once authority has been secured by appropriate authority to do so, forward a final copy of the criminal investigation and a report of any corrective actions taken to NMPS as soon as possible.

g. In the event an on-base criminal investigation is not conducted, a command (administrative) investigation conducted in accordance with section 0209 of reference (e) shall be conducted. A complete copy of the investigation, along with any endorsements thereto, shall be forwarded to NMPS.

1416. Assessment. Commands found grossly negligent in the care and use of movies or NDVD players may be assessed for the replacement costs for damaged or lost movies or players.

1417. Shipping Motion Pictures

a. Digital Cinema Prints (DCPs). DCPs will be shipped in the containers provided by the laboratory or film depot.

b. Navy DVDs (NDVDs). NDVDs will be shipped in sturdy boxes and do not have to be returned - the content will be rendered unplayable after reaching the license expiration date.

1418. NMPS Oversight. Representatives from NMPS/personnel designated by NMPS are authorized to conduct unannounced on-site reviews to ensure the policies and procedures outlined in this instruction are properly carried out.

1419. NDVD Format Program Admission Charges. Charging admission for NDVD exhibitions, ashore or afloat, is prohibited. All performances must be on a free-admission basis. Sale of

14 Jun 2013

food and beverages at these movie showings is authorized as long as it is not a requirement of viewing.

1420. NDVD Programming. NMPS supplies only entertainment motion pictures. Television-type news, sports, and other programs are supplied by AFRTS; training programs come from Chief of Naval Education and Training.

1421. NDVD Movie Distribution. Currently, NMPS schedules sixteen (16) movies per month for shipment.

1422. NDVD Custodial Responsibility

a. Receiving Movies

(1) Upon receipt of NMPS movies, custody should immediately be taken by the site movie program custodian/manager or the designated alternate and taken to the movie library storage location.

(2) Verify that the shipment is complete by comparing the enclosed Notification of Motion Picture Transfer Packing Slip to the package contents. Immediately notify NMPS if any discrepancies are found.

(3) Sign and date the Notification of Motion Picture Transfer packing slip and fax, mail, or scan and e-mail it to NMPS. Keep the original on file on site.

(4) All movies must be stored under lock and key.

(5) It is recommended that the local movie libraries be managed using some form of spreadsheet or database. Be sure to include the movie title, expiration date, rating, and date of receipt.

1423. NDVD Movie Handling

a. Each NDVD identifies the movie title, rating, run time and lease expiration date. Do not cover or distort this information.

b. Remove unwanted movies from your inventory at any time. Destroy NDVD's before discarding.

1424. NDVD Equipment

a. While the main function of NMPS is to supply motion picture entertainment, NMPS may provide information/points of contact regarding the purchase/repair of movie exhibition equipment.

b. When funding is available, NMPS may purchase and distribute movie exhibition equipment on a case-by-case basis. When equipment is transferred to a movie program site that equipment becomes the property of the receiving site and all accompanying custody transfer paperwork must be signed and returned to NMPS upon receipt of equipment. All maintenance, repair, and replacement costs become the responsibility of the receiving site.

c. Ships equipped by Defense Media Activity (DMA), formerly Naval Media Center, with SITE-TV systems shall contact DMA with all repair/replacement requests for such equipment. NMPS is not authorized to repair or replace any equipment supplied by DMA.

d. To order additional NDVD players, replace damaged players, and/or report missing players, contact NMPS.

1425. NDVD Afloat Program. This program is an important part of the Navy's morale support effort and has been designated "mission essential" by Congress.

a. On-site Program Custody. Although the movie program is a Fleet and Family Readiness program, afloat commands with SITE-TV operations may designate the SITE-TV officer as the local program manager, responsible for the operation of the onboard motion picture entertainment program.

b. Only NMPS movies are authorized for shipboard exhibition on SITE-TV systems, playback units in public onboard gathering areas for the crew and eligible patrons, and Cinema At Sea Initiative equipment.

c. NMPS movies may be shown when the ship is in port and they can also be shown aboard berthing barges when the ship is undergoing repair in the shipyard.

d. Initial Distribution. Initial distribution will be made only to ships which have been equipped with SITE-TV. Ships without SITE-TV will be considered operational for initial distribution by NMPS when they report that they have prepared a

14 Jun 2013

location officially designated by the ship's CO or equivalent as the approved movie exhibition location.

e. Refit Distribution. Upon completion of refit, ships may be provided movies previously distributed during the lease period. Advise NMPS by letter, fax, or E-Mail when the ship is prepared to receive movies.

f. New Ships Under Construction. NMPS movies will not be provided to ships under construction until capability to securely store movies has been certified by the prospective CO and playback capability, as discussed above, has been established. NMPS will bulk-ship movies to arrive after the ship's company has moved aboard for full-time berthing.

1426. NDVD Ashore Program. This program supports recreation venues at shore-based commands and units, including forward-deployed units and isolated and remote sites.

a. Only movies obtained through NMPS may be exhibited in public government spaces owned/operated by any of the authorized program sites, including all recreation facilities and other non-berthing areas.

b. Attendance

(1) Tracking. A local system must be established and maintained for tracking attendance. NMPS strongly recommends that each ashore site maintains an attendance log by date and movie title. This will ensure accuracy of the required annual attendance report and provide a valuable resource for movie program scheduling.

(2) Reporting. All ashore sites must report total annual movie program attendance to NMPS for the Navy fiscal year, 1 October - 30 September. This report is due to NMPS by 31 October.

1427. DCP Requirements. Military base theaters should compare favorably with civilian commercial cinemas by always maintaining a professional atmosphere. Management must ensure that theaters are "show places" that encourage frequent patronage.

a. Net Profit Standard. All DCP sites are considered Category C MWR activities based on their potential as revenue generating activities. The Net Profit Standard for all theaters is five percent of Total Revenue.

14 Jun 2013

b. Admission Charges. Admission charges are required for attendance by all audience members aged 6 years and older. Special event program pricing variations will be considered when provided directly by NMPS or if submitted to NMPS for prior approval. The minimum admission prices, as set by NMPS in consideration of contractual obligations and attendance-based premiums paid by NMPS to motion picture providers are as follows:

(1) Adults, ages 12 years and older, \$2.

(2) Children, ages 6 to 11 years of age, \$1.

(3) For 3D exhibitions, an additional fee should be charged. NMPS recommends an additional fee of \$1.00 to \$3.00, depending on local market conditions.

The admission charge requirement is not in effect for Sneak Preview/Special Screening events arranged and provided by NMPS. These are free admission unless advised to the contrary by NMPS.

c. Concessions. While the primary function of a movie theater is to exhibit movies, the main source of net revenue for commercial theaters is the concession stand, not the box office. A commercial-cinema concession stand is a required element of all Navy DCP theater programs. Basic menu items should include popcorn, soft drinks, and candy. Additional menu items should be determined by local customer preferences.

1428. DCP Attendance Tracking and Reporting Categories. All theaters are required to establish and maintain a system of tracking program attendance that is capable of accounting for every program patron, broken down by required reporting categories – Active Duty personnel, Other Adults (ages 12 and older), children (ages 6-11), and 3D exhibitions. Children under 6 years of age will not be included in attendance counts reported to NMPS unless requested by NMPS. Sites must keep records of attendance for audit review. NMPS recommends the use of a numbered ticket distribution system for all exhibition sites.

1429. DCP Distribution

a. NMPS has established a four (4) week authorized exhibition period for all movies provided on DCP format. This time period starts on a Friday and finishes on the appropriate Thursday unless notified by NMPS. Program sites are not to show

movies outside of the authorized exhibition period. NMPS notifies all DCP sites of upcoming movie titles and their authorized exhibition period by sending weekly booking notices via email. These notices are also available on the NMPS website.

b. Continental United States (CONUS) Theaters. DCP deliveries are determined by the method authorized by the film studio. Theater managers must arrange for print returns via studio approved delivery service. Local commands are responsible for the return of DCPs within five (5) days of the end of the authorized exhibition period.

c. Outside CONUS (OCONUS) Theaters. All DCPs will be distributed through NMPS and returned to NMPS.

(1) Regular and special deliveries will be made via international courier/delivery service, e.g., Federal Express (FedEx), to the theater's street address.

(2) Unless otherwise specified by NMPS, upon completion of authorized play dates, DCPs should be returned to NMPS utilizing an international delivery service in their original container and insured for \$500.00. The installation needs to obtain tracking information and insurance for each print.

1430. DCP Print Handling

a. All theaters should keep a print log to account for the following:

- (1) Print Title
- (2) Studio-assigned Print Number
- (3) Date Print Received On Site
- (4) Print Recipient
- (5) Condition of Print
- (6) Date Print Returned
- (7) Print Returner

b. Inspect Print Condition. Notify NMPS immediately of any conditions that would prevent the print from being shown or that

14 Jun 2013

require print replacement. NMPS should be notified if a print is damaged while on site.

c. Store prints in a dust-free, cool, dry, secure location.

d. Take the utmost care in handling, building, splicing, and tearing down prints. Only trained projectionists and digital equipment operators should handle prints and operate projection equipment.

e. Upon return, ensure that the digital movie drive is shipped in the appropriate case.

f. Print Security. Upon receipt and prior to return, DCPs should be placed in a location accessible only to authorized personnel and/or the designated courier or film delivery service. DCPs should not be placed in locations such as unlocked theater lobbies or an unsecured location outside of the theater.

1431. DCP Movie Advertising and Promotion. Informing the movie-going public as to what film is playing at your theater and creating "want-to-see" excitement and anticipation are key elements in the success of the movie program. An effective advertising, promotion, and publicity campaign is the way to achieve these goals. It is important to be aware of all potential media avenues for publicity and the best way to do so is to establish and maintain contact with installation/region media personnel.

a. Advertising

(1) Print. NMPS provides high-resolution images and movie synopses for theater use in print advertising. Print advertising can include producing flyers with the movie schedule, producing ads for on-base newspaper, and producing special event posters for prominent base locations. Base newspapers have certain sections that are most appropriate for theater publicity. In addition, organization newsletters, school papers, and appropriate magazines should be furnished with movie schedule information.

(2) Posters/One Sheets. NMPS provides free cinema sheet posters/one sheets for most movies. These should be displayed in many high-traffic areas around the base such as the exchange, commissary, mess decks, piers, day rooms, quarter-deck, barracks, recreation centers, clubs, bowling centers, etc., in

14 Jun 2013

secure illuminated cases. Signs can be added at the bottom or top of each poster indicating "Now Showing," "Starts _____," "Coming Soon," etc., to let potential customers know when and where they will be able to see the movie. All display/poster cases should be clean, current, and have a professional appearance.

(3) Telephone. Each theater should have a 24-hour phone answering machine which can be used to provide callers with basic program information such as show times, titles, ratings, cast, coming attractions, special concession offers, etc.

(4) Trailers. When available, NMPS provides motion picture advertising trailers (previews of coming attractions) to theaters. These trailers should be played at least two weeks prior to each feature to promote films that will play in the base theater. Preview all trailers for content and subject matter, and play them with films that attract similar audiences.

(5) Radio and television. Contact the local AFRTS or AFN station for broadcasting advertising or movie listings (overseas only). For any base with its own cable TV system, explore the possibility of showing film listings with ad slick logos as graphics. AFRTS radio station programs and closed circuit base television can help generate excellent publicity for the motion picture program.

(6) Internet. NMPS strongly encourages all locations to utilize online advertising on the base website and through social media. High resolution images and additional movie information can be utilized to produce a very professional presentation for the customers.

(7) Marquee and signage. All attraction signs should be lit, when so equipped, subject to outside or indoor light conditions. Marquee lights should be turned off when the box-office closes. All theaters should be equipped with easy-to-read signage that includes information such as box office hours, show times, admission categories and prices, snack bar prices, anti-piracy, no-smoking policy, and other important information.

(8) Promotional Programs. Cinema promotions generally fall into three categories.

(a) Deals. Price-oriented in appeal, i.e. Combos (get a free box of popcorn with 2 adult admissions) and Specials (early bird matinees, all seats \$1.00, etc.).

(b) Premiums. Differ from coupons since they are in anticipation of future business. For instance, have patrons keep their ticket stubs for a raffle to win a movie pass, snack bar coupon, logo T-shirt, or movie poster. The chance to win brings in the patron, building goodwill and enthusiasm for future trips to the theater.

(c) Contests and Promotions. People enjoy competition. Planning promotional programs for the movies will increase theater traffic and box-office receipts. Seasonal promotional plans are also a way to generate traffic. Some examples include Halloween costume contests and inviting staff and patrons to dress up as their favorite character from the movies.

1432. DCP Local Operating Procedures. Establish local movie program operating procedures which address the following:

- a. Movie program custodian/manager responsibilities
- b. Movie handling procedures
- c. Movie storage and security measures
- d. Movie exhibition/scheduling procedures
- e. Movie program usage tracking and reporting system
- f. Movie inventory procedures

1433. Failure to Comply. NMPS is authorized to suspend motion picture privileges to those ships or stations which, after warning, submit erroneous data, fail to submit required reports/forms, failure to answer discrepancy letters, or repeatedly and knowingly violate any of the program regulations as set forth in this instruction.

1434. Notification of Motion Picture Transfer Packing Slip. This form accompanies all NDVD shipments and lists the contents of the shipment. (This form will be completed by both afloat and ashore sites upon receipt of movies from NMPS.) Verify that the shipment contents match the Notification of Motion Picture Transfer listing, both titles and program numbers. (Return a signed copy of this form to NMPS via fax, mail or scanned email.) Retain a copy of this form onsite for a minimum of 4 years for reference and audit purposes.

1435. NAVPERS 1710/23, NDVD Program Annual Ashore Attendance Record. This report is required for all ashore program sites as indicated in section 2-10. Attendance reported must reflect a cumulative count of movie program participants for all exhibitions conducted during the 1 October - 30 September fiscal year. Reports are due to NMPS no later than 31 October for the prior fiscal year reporting period.

1436. NAVPERS 1710/24, DCP Monthly Exhibition and Attendance Record. This report is required for all NMPS theater sites. Actual attendance and admission charges will be reported for each exhibition for each patron group designated in section 3-2. This record will be completed within the time frame designated by NMPS.

1437. Mailing Address

a. Correspondence

COMMANDER NAVY INSTALLATIONS COMMAND
ATTN: NAVY MOTION PICTURE SERVICE N923
5720 INTEGRITY DRIVE BLDG 457
MILLINGTON TN 38055-6510

Or

NAVY MOTION PICTURE SERVICE
P.O. BOX 606
MILLINGTON TN 38053-0606

b. Parcels and Packages (FedEx, UPS, and USPS)

COMMANDER NAVY INSTALLATIONS COMMAND
ATTN: NAVY MOTION PICTURE SERVICE N923
7736 KITTY HAWK AVENUE BLDG 457 RM 107
MILLINGTON TN 38055-6510

1438. Phone

VOICE 901-874-6537/DSN 882
FAX 901-874-6831/DSN 882 (fax available 24 hours)

1439. Internet. <http://www.navy.mwr.org>

1440. E-Mail. MILL_MWR_NMPS@NAVY.MIL

Chapter 15

MARINAS AND RECREATION SAILING PROGRAM

- Ref: (a) DoD Instruction 1015.10 of 6 July 2009
(b) EPA 840-B-92-002, Guidance Specifying Management Measures for Sources of Nonpoint Pollution in Coastal Waters, EPA), January 1993
(c) OPNAVINST 1700.16A
(d) JAGINST 5800.7E
(e) CNICINST 5890.1
(f) DoD Instruction 1000.15 of 24 October 2008

1501. Mission

- a. Provide professionally managed marina and sailing programs that foster family and individual well-being, unit cohesion, and personal readiness through water sports.
- b. Provide access to information, equipment, and instruction making available a wide-range of sailing opportunities and marina programs.
- c. Introduce authorized patrons to the benefits of sailing and marina activities by providing affordable marine rental equipment and development of safe boating skills.
- d. Teach appropriate skills for proper conduct of water based sports and recreation activities.
- e. Organize and conduct appealing water sports and water based recreation activities and programs.
- f. Provide marina facilities for patrons interested in berthing of privately owned boats (slip/mooring).

1502. Marina Program Descriptions. Marina programs offer rental craft appropriate for the local boating/sailing environment. These activities include sailing, power boating and fishing. Marina facilities may also provide services such as boat launching ramps, slips, moorings, storage facilities and retail sales. Marina patrons are required to meet applicable local, State, National/Federal requirements, safety standards, licensing, and/or certification. In accordance with reference (a), marinas are categorized as follows:

14 Jun 2013

a. MWR Category "B" Marinas. Boating activities without resale and private berthing slips authorized APF support. This program is eligible for appropriated fund (APF) support in accordance with reference (a).

b. MWR Category "C" Marinas. Boating activities with resale or private boat berthing and storage are classified as Category "C". Marina operations with private berthing slips, storage facilities for privately owned boats, and retail sales (e.g., specialty items such as fuel, ice, tackle, bait, and fishing licenses) are required to maintain self-sufficient operations with only indirect APF support.

1503. Clean Marina Program. CNIC HQ (N9) has established that all marinas in states with the National Oceanic and Atmospheric Administration's "Clean Marina Program" shall be certified in accordance with management measures in chapter 5 of reference (b). Where Clean Marina Programs exist, MWR marinas shall submit the necessary application, conduct self-assessment, schedule confirmation visit, and become a certified clean marina and maintain the certification.

1504. Marina Personnel. The key to a successful marina program is knowledgeable, well-trained, and motivated staff.

a. Staff members and volunteers must have read and signed all Standard Operating Procedures (SOPs) relating to their jobs before they start work.

b. All marina personnel must be trained in spill response and proper reporting procedures.

c. All marina staff should be easily identifiable by wearing a uniform to make staff identification easy for customers and strengthen program recognition.

1505. Marina Program Development

a. Marina program development must begin by assessing the installation's marina needs. A plan for facilities, services, and activities should be designed around a well-defined demand. Market needs and interests should be assessed annually through surveys, interviews, focus groups, comment cards, participation data, trends, industry publications, and networking.

b. An inventory of local marina programs and services should be taken to generate new program/facility ideas.

14 Jun 2013

c. The marina manager should publish and distribute a quarterly or seasonal schedule.

d. Marina professionals should schedule their work hours around customers' schedules to include weekends and holidays.

1506. Alcoholic Beverages. Alcohol is a primary contributing factor in many boating accidents. Marina managers must address alcoholic beverage control in the program's standard operating procedures, as outlined in reference (c) and local policy.

1507. Sailing Instruction

a. Recreational sailing should be an element of the overall marina program. Basic, intermediate and advanced instruction in sailing skills will be administered using an approved sailing curriculum certified by the United States Naval Sailing Association (USNSA), American Sailing Association (ASA), or the United States Sailing Association (USSA).

b. The United States Naval Sailing Foundation (USNSF) is a NFE that accepts gifts from the private sector of boats, property, or cash that can be put to use either directly or by conversion to cash for the benefit of the USNSA. The USNSA subsequently provides these donated boats to MWR activities under written bailment agreements as public vessels to be used in support of objectives of the Navy sail training program. All bailment agreements must clearly specify each of the parties' respective duties as to maintenance, insurance, slip fees, vessel improvements and the financial responsibilities for the upkeep, maintenance, repair, and operation of the vessel.

1508. Insurance. This section sets forth uniform legal procedures and guidelines that must be followed by all REGCOMS/Installation COs in administering Navy recreation sailing programs that are financially supported in whole or part with NAFs.

a. Admiralty Claims. In general, all incidents involving waterborne recreational boating and sailing vessels and harborage are within the purview of admiralty law. The Judge Advocate General of the Navy (NAVY JAG) (Code-11) issues policies and procedures for processing and adjudicating all admiralty incidents that may result in claims within the Navy. The provisions set forth in reference (d) apply in all cases of potential governmental liability arising out of waterborne

14 Jun 2013

boating and harborage. Per reference (d), there is a command reporting requirement for any admiralty incident that gives rise to a claim. Early communication and coordination with the command's legal service provider is essential.

b. Contracts and Agreements. The provisions of the contracts and agreements provided by CNIC HQ (N922) will be the minimum used by all commands responsible for recreational boating and sailing Marinas financially supported in whole or part with NAF. These agreements cover boat mooring and storage, boat and equipment rental to patrons, and volunteer services agreements. The purpose of these agreements is to record and acknowledge the rights and liabilities of all patrons, instructors, crews, and guests using MWR or other recreational boats and sailing facilities, and to protect the government's interest in any incident involving a possible claim.

c. REGCOMs/Installation COs. REGCOMs/Installation COs administering Navy recreational boating and sailing vessels and facilities will:

(1) Ensure compliance with provisions of the contracts and agreements. These agreements will be used by naval activities for rentals of mooring and storage spaces, boat and equipment rentals, and for voluntary sailing instruction, where such activities receive any financial or other support from the MWR fund.

(2) Report any incident of personal injury or property damage, which may potentially result in an admiralty claim according to the provisions of chapter XII of reference (d). Questions concerning these matters should be directed to the command's legal services provider, who will coordinate with Admiralty Division, Office of the Judge Advocate General (OJAG (Code-11)) at commercial (202) 685-5040 or DSN 325-5040. Admiralty Claim procedures are also available online at www.jag.navy.mil/organization/code_11.htm.

(3) Be responsible for thorough investigation of any admiralty claim arising from recreational boating and sailing vessels or activities. Authority to negotiate settlement of admiralty claims is vested in the JAG and the United States Attorney. Sailing clubs and sailing associations should not conduct their own investigations in cases that may lead to admiralty claims against CNIC HQ Support Services Center (N94) central NAFs. The Admiralty Division of JAG should provide advice for any admiralty report (investigation). The

14 Jun 2013

investigation should be routed to OJAG (Code-11) via the Installation CO and chain of command. Investigation must contain facts and must not contain any opinions of liability and offers of settlement. Investigations should be confined strictly to fact-finding, and labeled "For Official Use Only" or "Attorney Work Product", depending on advice from OJAG (Code-11).

(4) Publish local operating procedures, rules, and regulations applicable to the recreational boating and sailing program, and ensure that local instructions or notices are not in conflict with any of the provisions within this instruction.

(5) Not solicit, accept, or use privately-owned boats. (Navy recreation program is self-insured and there are no provisions for extension of insurance coverage to privately-owned boats. Navy will neither protect nor defend owners of such vessels in any claim, admiralty or otherwise. USNSF-owned craft may be chartered to MWR activities and operated as a "public vessel" under the terms of a charter agreement).

(6) Upon acquisition, identify and report any MWR-maintained vessels over 27 feet in length to CNIC HQ (N922) by written memorandum. Include acquisition source/date, make/model/year and function as an MWR vessel, e.g., sail training, charter, and fishing. In addition, installations must identify and report any vessels qualifying as Naval Sea System Command (NAVSEA) Service craft and Boat Accounting Report (SABAR) boats. These are public vessels having the same status as a utility boat assigned to a naval station operations department. They may have been purchased with APFs, donated, chartered from USNSF, or transferred to the Navy from another activity (e.g., Drug Enforcement Agency). Installation COs are advised that SABAR boats are typically obtained for "training" purposes and may be assigned to MWR activities for operational control.

(7) Competitive racing of MWR sailboats is authorized subject to region approval and in accordance with reference (e).

1509. Instructors. Sailing instructors are required to have current valid instructor certifications obtained from a nationally recognized organization such as the USNSA or ASA, in addition to Red Cross, U.S. Coast Guard, and U.S. Coast Guard Auxiliary certification as applicable. Marina managers must ascertain that instructors are certified and competent. MWR

14 Jun 2013

marina staff members should obtain instructor trainer certification in order to facilitate local instructor training.

1510. Waivers. REGCOMs/Installation COs or their designated representatives may waive specific requirements of the inshore ratings at their discretion based on the experience of the candidate. REGCOMs/Installation COs may also issue local qualifications for offshore-capable boats. Waivers for the offshore ratings will not be granted.

1511. Disqualification. If REGCOMs/Installation COs should decide to reduce qualified skippers in rating, they may do so at their discretion for both inshore and offshore ratings.

1512. Yacht Clubs. Yacht Clubs may operate at Navy Marinas as NFEs or private organizations, when they are established in response to local MWR patron interest on the part of sailing enthusiasts. These Yacht Clubs are authorized to operate on Navy installations when they have secured the express written consent of the installation commander or higher authority.

a. The Yacht Club must follow the procedures that have been established for NFE operation on DoD installations, in accordance with the detailed provisions of reference (f), enclosure (2).

b. Liability

(1) Per reference (f), enclosure (2), paragraph 9, the NFE shall have adequate insurance to protect against liability and property damage claims or other legal actions.

(2) Per reference (e), enclosure (1), paragraph 801, commercial liability insurance is required of private organizations to indemnify and protect MWR and the Navy.

(3) Per reference (e), enclosure (1), paragraph 806, private organizations are not covered by the MWR insurance program.

(4) MWR may also contract with the Yacht Club to provide specified sailing or instructional services. However, in accordance with chapter 8 of enclosure (1) to reference (e), MWR contractors must meet specific insurance requirements. If any MWR contractor's general liability insurance required coverage is reduced or waived by the Installation CO, after review and recommendation of the cognizant OGC or JAG attorney, this

reduction or waiver still must be reviewed and approved by higher authority. In such situations where general liability coverage is waived by the Installation CO and approved by higher authority, the contractor shall be required to execute a Hold Harmless Agreement. The contractor must then be informed that neither the local MWR activity nor the CNIC Central Fund assumes any contractor's liability.

1513. Program Guidelines

a. Relationship with Naval Reserve Officer Training Corps (NROTC) Units and the Fleet. Occasionally, use of MWR equipment for fleet and NROTC official training may be more efficient than creation and maintenance of an independent fleet of small boats. Such use must be the subject of a written agreement for services if APFs are used to pay for rentals. Also, such use must be on a non-interference basis. Arranging recreational equipment use outside peak hours should not adversely affect MWR patrons and will provide additional income for the MWR marina facility. In the case of NROTC students, they are considered members of Reserve components during periods of "inactive duty training".

b. Involvement of Minors in Boat Operations. Participation of minors as skippers is not allowed unless a parent submits a specific statement of parental responsibility to the MWR activity for the minor. This statement must be renewed before each rental and should be kept on file by the marina manager. The marina manager has the authority to not permit a minor to skipper a boat, even with parental approval, if the minor is not sufficiently qualified for the watercraft and sailing conditions. A listing of those minors whose responsibility statements are held on file should be available at the marina, and managers should verify parental consent before checkout of a boat to a minor. For transient personnel, parents may make on-the-spot statements of responsibility for their children who are otherwise qualified.

Statement of Parental Responsibility

<p>"I give permission for my minor child _____ to participate in the <small>(Child's Name)</small></p> <p>Recreational Sailing Program at _____ <small>(Installation)</small></p> <p>The MWR fund does not provide any liability coverage of the Renter against claims, which may arise from the use of the boat and/or equipment. The parent or guardian of the Renter further agrees to defend and indemnify the MWR fund, the United States, the Department of the Navy,</p>

14 Jun 2013

its officers, enlisted, and civilian personnel from any and all liabilities and costs of defense for any damages arising in any manner whatsoever incurred in the course of, or in any way incidental to, the rental, use, or operation of the boat, or equipment rented herein arising out of and through any negligent act of omission by the Renter, the Renter's crew, guests, and/or invitees."

c. Marina Operation. Sailing programs and MWR marina supports the mission objectives in section 1501. Providing berths for privately-owned boats enables naval personnel to make the significant investments involved in boat ownership, knowing that they will find accommodations for their boats in their transient active duty careers. Expansion of the marina to the limits of local demand is strongly recommended, as berthing/mooring income goes far in supporting the marina and sailing programs.

d. Risk Management. An active risk management program for all elements of marina operations is essential to ensure the well being of employees and patrons. Activities are encouraged to develop safe boating and sailing procedures, which should include:

(1) Equipment inspection and documented maintenance program.

(2) Equipment usage qualification process.

(3) Education program to include classes in marine "rules of the road", use of float plans, proper use of flotation devices, water survival techniques, trailer towing, drinking and boating, use of distress signals, etc. Such rules shall be consistent with safe boating courses approved by the National Association of the State Boating Law Administrators (NASBLA), or public education courses conducted by the U.S. Power Squadron, American Red Cross, U.S. Coast Guard, and local requirements.

(4) Patrons renting MWR boats will be provided qualification training by MWR staff members to comply with applicable NASBLA requirements. Training shall include basic rules of the road, knowledge of personal flotation devices, applicable safety requirements and emergency procedures. Qualifications will be noted and evaluated. State agencies, U.S. Coast Guard Auxiliary, U.S. Power Squadrons, and the American Red Cross offer classroom type courses. Completion of such a course is evidence of a general orientation about boating

14 Jun 2013

safety, however, this is not a substitute for an "on the water" sail training qualification.

(5) MWR staff members should perform a pre-seasonal and post-seasonal safety survey of boats and equipment. During season, equipment should be inspected daily prior to use. The marina manager should keep records of each vessel's safety checks and assign duties to maintenance personnel accordingly. MWR safety coordinator will document semi-annual inspections and forward discrepancies through the chain of command.

(6) U.S. Coast Guard-approved personal flotation devices (PFDs) will be worn while operating canoes, paddleboats, personal watercraft, rowboats and sailboats without fixed keels which rely on crew weight for stability such as sailboards, monohulls, catamaran, and motorboats less than 16 feet in length. PFDs will be ready for immediate use by operators and crew of all other MWR watercraft. All boats, regardless of size, when used for training or if operated between the hours of sunset and sunrise (except for charter boats), will require the use of PFDs. Marina operators may set stricter requirements for use of PFDs based on evaluation of patron qualifications and weather conditions. For boats 16 feet and longer, a Type IV throwable device will also be provided. PFDs will be free of rips, tears, and other unserviceable conditions. In addition to the requirement for patrons of Navy MWR boating operations to wear a PFD, Navy personnel using recreational watercraft rented or borrowed from other DoD facilities will wear U.S. Coast Guard-approved PFDs. Coast Guard rules and regulations will be followed concerning required safety equipment on any MWR vessel.

(7) Motorboats (except outboard and diesel) will be equipped with a U.S. Coast Guard-approved carburetor backfire flame arrestor. For boats with enclosed gasoline engines, a ventilation system is required. A U.S. Coast Guard or Underwriter's Laboratories "marine type" fire extinguisher will be provided on boats with enclosed or permanently installed gas tanks. A load-capacity plate with occupancy limits (weight and number of persons and horsepower) will be posted in each boat. Boats 16 feet and longer navigating on coastal waters or the Great Lakes will carry three daytime and three nighttime visual distress signals. Boats less than 16 feet in length only will carry night signals when operating at night. Shelf-life date for pyrotechnic signals will be current. Flares should be stored in fireproof containers while in the facility if not provided with a suitable storage container. Fire department personnel should determine if a fire symbol should be located on

14 Jun 2013

the outside door of the storage area. "No smoking" signs will be posted.

(8) Boats used between sunset and sunrise will be equipped with lights. All boats less than 12 meters in length will have a sound-signaling device such as a horn or whistle. A bell as well as a whistle or horn will be provided for boats over 12 meters in length. A float plan should be provided so boaters can indicate departure time, destination, and time of return.

(9) Charter boats less than 65 feet in length carrying six or fewer passengers require an operator who holds a U.S. Coast Guard Operator of Uninspected Passenger Vessel (OUPV) license or in OCONUS locations, a non-US citizen operator meeting the USCG OUPV license requirements and subsequently approved as an operator by the Installation CO. If more than six passengers are carried, a Master's license is required and the boat must be classified as a vessel and inspected by the U.S. Coast Guard. Charter boats that carry passengers for hire will comply with special Federal operating requirements including safety orientation, stowage locations of PFDs, proper donning of PFDs, and posting of emergency instructions.

(10) All walking surfaces on piers and docks will be free of protruding nails, splinters, holes or loose boards and have a slip-free surface. Adequate lighting will be provided on piers and docks. Standard handrails with intermediate railings should be provided for main entrance walkways to docks and piers. At least one U.S. Coast Guard-approved throwable device such as a life ring with 60 feet of 3/8-inch diameter floating rope should be available on each dock. On docks more than 200 feet in length, a device should be located every 200 feet. For piers and docks, the local fire department should be asked to determine fire extinguisher requirements.

(11) Marina or boatyard operator will post in a prominent location or provide boat operators a list of safe operating procedures including the use of portable charcoal grills for cooking, trash disposal, no-smoking areas, location of fire extinguishers and hoses, instructions for turning in a fire alarm, and fueling instructions.

(12) Gasoline delivery nozzles will be equipped with a self-closing control valve that will shut off the flow of fuel when the operator's hand is removed from the nozzle. An emergency fuel shut-off control switch will be installed more

14 Jun 2013

than 20 feet but less than 100 feet from the gasoline dispenser. The control switch will be readily labeled and accessible at all times of operation.

(13) Electrical wiring located near boat ramps will be installed underground to avoid possible contact with masts and other parts of boats. If electrical wiring is not installed underground, the wiring within yard areas will be routed to avoid wiring within or across any point of the yard that may be used for moving boats. Additionally, avoid overhead wiring closer than 20 feet from the outer edge or any portion of the yard that may be used for moving boats or stepping or unstepping masts. Clearance for wiring in other portions of the yard will be not less than 18 feet above grade in open areas and not less than 8 feet above the highest point of roofs when above buildings. Warning signs to alert people of wire clearance will be located so as to be clearly visible.

e. Useful Life. Generally, boats and sails have limited lifetimes. As a rule, small centerboard boats have a useful life cycle of 7-10 years; large day-sailors, 10-15 years; and cruising-type boats, 6-8 years. Larger, un-powered boats such as Shields sloops have very long life spans. Beyond these time standards, boats require increasing maintenance and will lose attractiveness rapidly with "make-do" maintenance. Sometimes, major rehabilitation may extend the lifetime of a boat by half again. A sail replacement plan as well as a boat bottom cleaning and painting schedule should be an integral part of every sailing program. Sails last about 5 years in normal use and are competitive for about 2 years.

1514. Registration of MWR-Owned Boats with State Authorities

a. Federal law requires all military and public recreational-type vessels equipped with "propulsion machinery" of any type used on waters subject to the jurisdiction of the U.S. to be numbered and registered.

b. U.S. Department of Homeland Security (U.S. Coast Guard), which is responsible for this law, has delegated authority to each State to act as their agent in administering the law.

Chapter 16

NAVY GETAWAYS (RECREATIONAL LODGING PROGRAM)

Ref: (a) DoD Instruction 1015.10 of 6 July 2009
(b) DoD Instruction 1015.11 of 6 October 2006
(c) DoD Instruction 1015.12 of 30 October 1996
(d) DoD Instruction 1015.15 of 31 October 2007
(e) OPNAVINST 1700.7E

1601. General. Per references (a) through (e), Navy Getaways (Recreational Lodging Program) consists of cabins, cottages, RV parks, tent sites, yurts, townhomes, hotel-like properties and campgrounds. Lodging activities shall be planned and executed using best business practices to fulfill local needs and meet fiscal, health, safety, and force protection standards. All operations will adopt global enterprise concepts, benchmarks, and standards as promulgated. Each operation is also required to update and submit on an annual basis individual property and operational data for submission to the DoD, for their annual DoD Lodging Standards Report.

1602. Mission. Navy Getaways provides consistent quality recreational getaways, experiences, and services for the military community.

1603. Market Analysis. Navy Getaways shall operate customer driven lodging programs as determined by market surveys/analysis conducted at least bi-annually.

1604. Facility Standards. Navy Getaways facilities shall adequately support programs and services that meet the demands of authorized patrons through recapitalization, sustainment, restoration, and modernization. The number of lodging units constructed shall be based on historical data, occupancy, and projected future mission changes that affect potential usage.

1605. Guidelines

a. Navy Getaways facilities are complex, multi-faceted business activities requiring a level of entrepreneurial expertise and business acumen. Navy Getaways operations are organized within the local Fleet and Family Readiness Program where business and operational expertise can be optimized.

14 Jun 2013

b. Navy Getaways may have a Memorandum of Agreement with Navy Gateway Inns and Suites for services such as reservations, housekeeping, and daily operations.

c. Rates. Lodging rates shall not be established based on per diem tables. All pricing shall be determined based on three tiers: (1) Active Duty/Reserve; (2) Retirees; and (3) DoD Civilians. All personnel within a tier shall be charged the same price regardless of where they are stationed or Service affiliation. For example, a Marine Corps E-3 active duty member stationed at Camp LeJeune is charged the same rate as a Navy E-3 active duty member stationed at Naval Station San Diego.

d. Safety and Training. Navy Getaways Managers must conduct and document ongoing job safety education and training programs for all employees. They must ensure that all equipment, facilities, and operating procedures meet the criteria specified by Navy Occupational Safety and Health, Occupational Safety and Health Administration, and National Institute for Occupational Safety and Health.

e. Pet Policy. Each Navy Getaways shall have a local pet policy.

1606. Business Process

a. Business Day begins: 0700

b. Check In Time: 1500

c. Check Out Time: 1100

d. Late Check Out time: 1200

e. After Hours. Check-in/out procedures for after hours shall be established, including processes for reporting concerns/issues, providing guests access to staff 24 hours per day, 7 days per week where applicable.

f. Cancellations

(1) Within 14 days of the reservation no fee is assessed.

(2) Less than 14 days prior to the reservation one night's fee will be assessed.

14 Jun 2013

(3) No Shows are assessed one night's fee at 1100 the next day.

g. Reservations

(1) 12 months in advance for all active duty members.

(2) 6 months in advance for all others including Retirees and DoD civilians.

Chapter 17

OUTDOOR RECREATION

- Ref: (a) NAVFAC UFC 4-750-02N
(b) National Fire Protection Association (NFPA) Standard 501C, Recreational Vehicles
(c) CNICINST 5890.1
(d) OPNAVINST 5100.25B
(e) OPNAVINST 1700.7E
(f) DoD Instruction 1015.10 of 6 July 2009
(g) SS521-AG-PRO-010, U.S. Navy Diving Manual (Rev. 6) of 15 Apr 08

1701. General. Outdoor recreation programs are integral to total force fitness of service members and their families. Navy's focus in outdoor recreation is on human-powered and challenge-by-choice activities that appeal to a wide variety of skills levels of authorized patrons.

1702. Program Elements. Outdoor Recreation program elements include equipment rentals and repairs, outings/activities/programs, skills and instruction, information and resources, and resale.

a. Outdoor Recreation Equipment Rental and Repairs. Equipment rentals are popular with beginner and intermediate level users. Generally, rentals hold the best value for occasional users. People who are more experienced may desire specialized gear, if on temporary duty or travel, and will be better served by higher end gear. Other rentals not related to "human power" activities such as camping trailers, power boats, dunk tanks, grills, party bags, or costume rentals may operate as an adjunct rental program but should be physically separated where feasible.

(1) Research equipment purchases carefully. If possible, buy two grades of rental gear from the same manufacturer, the in-line rental model and one in the high or mid-range product line. Local demographics, environment, seasonal opportunities, natural resources, and experience of the outdoor recreation staff govern equipment types and quantities.

(2) Outdoor recreation equipment rental operations should maintain adequate stocks of equipment designed to support service members, family members, military units, and other authorized patrons. Inventory, particularly specialized

14 Jun 2013

equipment, should be based on user surveys, needs assessments, user records, and requests for equipment from waiting lists.

(3) Factors to determine rental rates should include: Initial cost, maintenance, ease of rental (e.g., cleaning and setup/breakdown costs), popularity, and commercial competition. APF and NAF funds are authorized to offset cost of rental fees.

(4) Equipment should be packaged and priced to support unit activities, families, and individuals.

(5) Some equipment will require special staff certifications, handling procedures, and maintenance schedules (e.g., ski bindings).

(6) Procedures must be established to facilitate replacement of equipment that becomes obsolete, unserviceable, or unsafe.

(7) Equipment should be chosen for quality, durability, and ease of use.

(8) Checkout procedures and use agreements must ensure that patrons are accountable for damage and return of equipment.

(9) Equipment should be available on a first-come, first-served basis to all eligible patrons. This does not preclude the establishment of a reservation system, particularly for high demand items, where the reservation process is structured based on user priorities. A requirement for a deposit to accompany the reservation is recommended. Reservation of equipment for the exclusive or priority use of individuals or groups on a continuing basis is not permitted. If the need is not great enough to justify purchasing rental gear, a contract for discounts with a local company that offers rental and trips is recommended.

(10) Recreation Vehicles (Motorized and Towed)

(a) Per reference (a), at least one smoke detector, which will be a battery-operated device, will be installed in each MWR-owned travel trailer or motor home that has a sleeping area separated from the living and cooking area by a door. A permanent detector-warning label will be installed in a visible location on or within 24 inches of the smoke detector.

14 Jun 2013

(b) All MWR-owned Recreational Vehicles (RVs) equipped with an internal combustion engine or designed with features to accommodate future installation of an internal combustion engine will be equipped with a listed carbon monoxide detector installed in accordance with its listing.

(c) One 5B/C fire extinguisher will be installed in each MWR-owned travel trailer or motor home that is equipped with fuel-burning equipment (other than the prime mover engine) or 120/240-volt electrical system. The fire extinguisher will be located as near as practical to the primary means of egress.

(d) Reference (b) provides further requirements and information regarding fire standards for recreational vehicles.

(e) Towing Requirements. Prior to allowing an authorized patron to rent a recreational vehicle that is to be towed, MWR personnel must ensure that the towing vehicle meets all trailer manufacturer and rental facility requirements in addition to any Federal or State towing requirements. No towable recreational may be rented unless the tow vehicle meets or exceeds these requirements. The year, make, and model of the patron's tow vehicle must be set forth in the rental agreement.

(11) If rental or program equipment is already being repaired, the service should be offered to patrons. Repairs are a valuable customer service since most people do not have the skill, knowledge, time, or special tools required to safely repair their equipment, especially items like bikes, skis, and snowboards. A repair service, including parts sales, also increases revenue.

b. Outdoor Recreation Outings/Activities/Programs

(1) Purpose of outings, activities, and programs is to promote and encourage participation in outdoor activities in a challenge-by-choice and organized environment.

(2) Outdoor Recreation Program coordinators are encouraged to plan and coordinate trips with the ITT and Liberty Programs when appropriate, sharing resources, discounts, and experience.

(3) A calendar of events will be developed based on the size and skills of staff, available commercial services, geographic resources, climate, available equipment, transportation, local demographics, and customer interests.

14 Jun 2013

Calendar of events should be balanced with easy and difficult activities, day trips, overnight trips and extended trips, and evening, weekend, and holiday programs. Activities should be targeted to appropriate audiences.

(4) Trip size should be carefully considered. While you may want to avoid the extremes of excessive waiting lists or canceling due to lack of interest, trip size should be in accordance with an established risk management plan that ensures participants receive a quality experience they could not easily obtain on their own. Minimum and maximum trip sizes should be set by activity and based on program goal, quality, risk management, leadership effectiveness, and resources.

(5) Leader-to-Participant Ratios. All outdoor recreation activities and programs will have a minimum of two qualified staff members present. Qualified volunteers, who have been trained and have signed a volunteer service contract, may be used as the second qualified staff member.

(a) During instruction, a nationally recognized certification authority ratio guideline will be adhered to (i.e., Kayak instruction is a 1:5 instructor to student ratio as per the American Canoe Association).

(b) For guided outdoor recreation activities, nationally recognized organization leader-to-participant ratios will be adhered to (i.e., Backpacking, 2 leader minimum, 1:6 leader to participant ratio as per National Outdoor Leadership School).

(c) For self-guided outdoor outings, a general 1:10 leader to participant ration will be recognized for outdoor recreation activities. Ratios may be more strict based on activity and other conditions as outlined below.

1. Co-educational programs should have male and female leaders, especially on overnight trips.

2. The group leader to assistant guide ratio.

3. For higher risk activities increase the instructor ratios.

4. Ability and experience of the leader.

14 Jun 2013

5. Age, experience, physical ability of participants.

6. Geographical area.

7. Type of activity.

8. Length of activity.

9. Specialized equipment required.

(6) Competitions are conducted for fun, physical fitness, esprit de corps and the chance to test one's limits. Competitions should be designed to encourage participation by eligible patrons of all abilities. Examples of competitions include multi-sport events, adventure racing, climbing competitions, ski, snowboard, canoe, kayak, trail running, and bike races.

(7) Trips and competitions may include any outdoor activity not prohibited in reference (c).

(8) Safety is a primary concern of all outings/ activities/programs and therefore an established risk management plan is required, in accordance with reference (d). All personal objectives and the objectives of MWR patrons must be subordinate to this concern.

(9) Programs must obtain required operating and land use permits.

(10) For Special Interest Activities, see the sections of this chapter on: Back Country Travel, Rock Climbing and Mountaineering; Water Sports Activities; Recreational Shooting Range; Self-Contained Underwater Breathing Apparatus (SCUBA).

c. Outdoor Recreation Skills and Instruction

(1) Skills instruction introduces people to outdoor recreation activities and their associated values and benefits. The objective of skills instruction is to instruct people in appropriate attitudes, behaviors, and skills relevant to outdoor activities. Risk management, skill development, and an appreciation of the environment should be emphasized.

(2) MWR staff, contractors, guest speakers, government officials, wildlife specialists, and private organizations or

14 Jun 2013

clubs with appropriate expertise and credentials may conduct skill's classes & instruction.

(3) Instruction can include any available outdoor recreation activity not prohibited in reference (c).

d. Outdoor Recreation Information and Resources. The outdoor recreation staff should be the source of information for customers who wish to be active in outdoor activities. Staff should be knowledgeable about equipment sales, rentals, and programs offered by MWR and other public and commercial services. MWR should establish contracts with a certified local/regional company to offer trips and rentals that are not offered by MWR.

e. Outdoor Recreation Resale. In accordance with reference (e), resale outlets may be operated as integral elements of recreation facilities for the resale of pro-line equipment (e.g., specialized gear). An outdoor retail specialty sales operation will support the customer who has progressed beyond the novice stage of an outdoor pursuit. Frequent users and renters will find it is more cost-effective and convenient to own their own equipment. Also, it is more practical to sell some items rather than rent. Special orders can reduce inventory levels. Resale inventory will depend on customer interests. Sales will depend on knowledge and marketing expertise of the outdoor recreation staff.

1703. Provisions of Title 16, U.S.C. §670 (The Sikes Act)

a. Sikes Act authorizes the Secretary of Defense to carry out a program of planning for, and the development, maintenance, and coordination of wildlife, fish, and game conservation and rehabilitation on each military reservation with the Services and State authorities.

b. The cooperative plan may stipulate the issuance of special State hunting and fishing permits to individuals and require payment of nominal fees. MWR is not required to pay into the Treasury any funds which may have been collected, received or expended for the purposes of the execution of the provisions of the Sikes Act. These funds shall be designated for use by the command in support of the implementation and execution of the provisions of the Sikes Act. These funds do not include fees collected for recreation equipment rentals, camping, RV site rentals, boat rentals, cabin rentals, etc., which are part of the MWR activity's outdoor recreation program.

1704. Funding

a. The Outdoor Recreation program is a Category B MWR activity and is authorized APF support per reference (f).

b. Fees and charges for rental equipment should be adequate to maintain and replace equipment.

c. Fees and charges for instructional classes should be structured to at least break-even.

d. Fees charges for outdoor trips should be priced to achieve at least a "breakeven" bottom-line and; on average, be less than 25 percent of those charged by commercial outfitters.

1705. Insurance. Outdoor Recreation programs are covered under the CNIC MWR Self-Insurance Program.

a. Contracted instructors must meet the insurance requirements of reference (c) for independent contractors.

b. For all MWR employee instructors who are certified by one of the required certifying agencies, if as part of that certification the employee is required by that agency to carry insurance, the employee should have the United States added as an additional insured to the insurance coverage.

c. MWR is not authorized to pay the insurance premium required by a certifying agency for MWR employees or contracted instructors.

1706. Marketing. Marketing-related activities such as conducting research and needs assessments, publicity, advertising, and promotions should be conducted to increase participation. Outdoor recreation programs should be target-marketed to eligible patrons of all abilities and connect to total force fitness initiatives and quality of life objectives.

1707. Staffing

a. The Outdoor Recreation MWR Programs Standards and Metrics outlines established minimum technical and professional qualification standards including education, training, technical expertise, and experience for outdoor recreation managers, programmers, trip leaders, and frontline staff for MWR activities and can be found here:

14 Jun 2013

<http://navymwr.org/mwrprgms/programstand.htm>. Managers and staff should have a passion for the outdoors and be active and involved in outdoor activities. They should be able to identify developing programs and business trends. Potential employees should be recruited from college and university outdoor education and recreation programs, outfitting and adventure sports businesses, in addition to normal recruiting efforts. Internships are also effective in obtaining personnel with outdoor recreation expertise.

b. Military and civilian temporary additional duty personnel must meet minimum skill qualifications for outdoor recreation programs to ensure customer needs are met.

1708. Staff Training

a. Outdoor recreation staff and contractors should receive training in various MWR and outdoor recreation program elements (e.g. rentals, repair, programs, and resale). Participation in Navy and outdoor-related conferences, courses, workshops, and trade shows is recommended. In-service training program suggestions in the Outdoor Recreation MWR Programs Standards and Metrics should be implemented.

b. Staff members should receive training on operation and maintenance of new equipment introduced to the program.

c. Staff members, including volunteers, who lead trips and outings, must complete certified courses in wilderness advanced first aid, CPR, and the Outdoor Recreation Leadership Course.

1709. Back Country Travel, Rock Climbing and Mountaineering

a. There is no universal rating system to measure the difficulty of climbs but the North American Yosemite Decimal System (YDS) is widely accepted. YDS rates terrain according to techniques, equipment required and general skill level needed to allow a reasonable safe margin. The first number in the YDS designates the class of the climb. Class 5 climbs are rated from 5.0 to 5.14, ascending in difficulty. Letter grades are assigned to any climbing of 5.10 or above (a, b, c, d) also ascending in difficulty, to further define the difficulty of a climb. MWR is not authorized to sponsor Class 4 climbs. Requirements necessary to sponsor (i.e. directly conduct) Class 5 and 6 climbs are outlined in this section.

14 Jun 2013

North America Yosemite Decimal System (YDS)

CLASS 1	Easy hiking. Basically, a walk-up. An off or on trail hike where the use of hands are usually not needed for support or balance. No special skill or equipment needed.
CLASS 2	Hiking with some altitude gain and loss, cross-country and across boulder fields. May involve some scrambling and some use of hands. No technical skills are needed. A rope will hinder progress.
CLASS 3	Boulder hopping, occasionally using hands. Involves moderate height exposure and simple climbing or scrambling. Climbing does not require technical skills. A rope is usually not required but should be available for use.
CLASS 4	Climbing, using the hands (scrambling). The hike may be on steep terrain. Defined as easy climbing with fatal fall potential, protection is suggested on any fourth class. <u>NOT AUTHORIZED FOR MWR SPONSORSHIP.</u>
CLASS 5	Technical climbing with a belay, also referred to as "free climbing." Free climbing is not the same as soloing. Free climbing means the climber ascends a face by pulling and pushing on the ledges or cracks in the rock. The rope and gear that the climbers have attached to them and to the rock are used only to protect the climber from injury in case of a fall. The gear is not used to make upward progress. The climbs are rated by levels of increased difficulty, 5.0-5.14c. A 5.0-5.4 climb is relatively secure with plenty of holds for every move. Almost all beginners can climb a 5.0 or 5.4. Climbs rated 5.10 and above require superb rock climbing skills. The 5.14c rating is currently the most difficult, only a very few climbers in the world are climbing at this level. <u>REQUIRES SPECIAL CONDITIONS FOR MWR SPONSORSHIP.</u>
CLASS 6	Aid climbing - Cliffs that are too difficult or hold less for free climbing often can be ascended with the use of direct aid. Unlike free climbers, aid climbers use the pieces of protection that they place for upward progress instead of holds. <u>REQUIRES SPECIAL CONDITIONS FOR MWR SPONSORSHIP.</u>

b. Ratings are subjective and should be interpreted with caution. It is also important to note that mountain weather can turn even the easiest of walking routes into serious and difficult climbs.

c. As with most outdoor recreational activities, there are inherent risks associated with rock climbing and mountaineering that could result in serious injury or death to participating

14 Jun 2013

patrons. Consequently, MWR activities must minimize the risk to patrons and limit liability to Navy MWR. For MWR to sponsor Class 5 and Class 6 climbs, the following requirements must be met.

(1) Have a qualified and well-trained lead instructor present at all times during classes or trips.

(2) Lead instructors for each outdoor recreation program or activity must be appropriately trained in the specific activity they will be teaching or leading. An example would be an instructor who satisfactorily completes an American Mountain Guides' Association (AMGA) Top Rope Instructor Course. This does not qualify the individual to teach lead climbing, but it does qualify the individual to teach a top rope class, as instructed by the AMGA.

(3) Lead instructor must obtain their training/qualifications from one or more of the following national or international organizations:

(a) American Mountain Guides Association (AMGA)

(b) Association of Canadian Mountain Guides (ACMG)

(c) International Federation of Mountain Guides Association (IFMGA)

(d) Swiss Mountain Guides Association (SMGA)

(4) Lead instructor/guide is required to hold a current Wilderness First Responder (80-hours) or Wilderness Emergency Medical Technician Certification (180-hours), and CPR certification when teaching or guiding in remote locations or when more than 2 hours from the attention of definitive medical care. Certification may be obtained through: Wilderness Medical Associates (WMA); Stone-hearth Open Learning Opportunities (SOLO); Wilderness Medicine Institute, Inc. (WMI).

(5) A licensed physician is highly recommended as a medical advisor. The medical advisor will share responsibility for the program's performance. The medical advisor can help with training and authorize the administering of drugs, reducing dislocations, cleansing of wounds, and other procedures during a medical emergency. This can be a volunteer position.

14 Jun 2013

(6) The program will operate according to the standards and protocol of the lead instructor/guide's affiliated certifying organization or association (e.g., AMGA, ACMG, IFMGA, SMGA, WIMA, SOLO, or WMI).

(7) Necessary land use and special operating permits whenever required.

(8) Rental or checkout of program ropes, harnesses and hardware is prohibited. Some gear is appropriate to rent, e.g., helmets, climbing shoes or boots, ice axes, and crampons. Written instructions on the proper fit and use of each piece of equipment must be made available to the renter and adhered to by employees and patrons.

(9) The program will have Standard Operating Procedures (SOPs) in place with policies that do not conflict with the program's specific certifying organizations and associations listed above.

(10) SOPs, at a minimum, will contain the following:

(a) Description of program offered.

(b) Procedures that are not instructional, e.g., hold harmless agreements (HHAs), communication guidelines, transportation to and from the activity site, and student pre-trip information.

(c) Safety standards and general procedures for all levels of instruction offered.

(d) Emergency measures in the event of an accident involving injury or death, or missing/late to return climbing parties.

(e) Specific material content and instructor's lesson format for any/all levels of instruction offered.

(f) Outline of specific technical and related skills required for instructors/guides.

(11) The MWR Program offering the activity will have its hold harmless agreements and emergency/accident procedure plan reviewed and in place before any MWR-sponsored rock climbing and mountaineering activities take place.

14 Jun 2013

(12) Manuals may be modified to fit specific programs or environments. No modifications will be allowed that conflict with the program's specific certifying organizations and associations or CNIC policy.

1710. Water Sports Activities. Refer to Chapter 15 (Marina Services and Recreation Sailing Program) pertaining to sailing, boats, and personal safety requirements afloat.

1711. Recreational Shooting Ranges

a. Archery. Outdoor range operation will be limited to no earlier than one-half hour after sunrise and no later than one-half hour before sunset. The shooting range will be 426.5 feet long. Roped clear space on each side of the range will be at least 32.8 feet. Roped clear space behind targets will be at least 82 feet or 41 feet if there is a bunker. Range rules will be permanently posted at all access points. Warning signs will be posted at the back and sides of the range. Only target-type arrows will be used for range activities. Shooting stations will be at least 16.5 feet apart and aligned with the designated target. Vegetation controls must ensure adequate visibility.

b. Skeet and Trap Fields and Combination Fields

(1) Shooting stations should be cement. Shooting areas and a 100 yard radius cleared area should be turf. The 300 yard radius shortfall danger zone may be turf, water, or left in natural condition, and the entire field will be located in a relatively flat area with an open background.

(2) If shooting is entirely over land, there will be safety provisions for fencing, posting of warning signs and clearing away concealing brush.

(3) Shooting over water is prohibited, due to possible environmental impact of lead contamination.

(4) Other requirements for shooting stations and range safety will be consistent with those in reference (a).

1712. SCUBA Program

a. In addition to program elements in section 1702, the following applies to MWR SCUBA programs:

14 Jun 2013

(1) Each diver must be certified for specialty dives (e.g., night, deep search and recovery dives) in order to qualify to participate in the MWR activity (e.g., divers certified as open water divers are day qualified to 60 feet: advance open water divers are day qualified to 100 feet).

(2) The MWR SCUBA program office will maintain student records for a period of 7 years.

(3) Filling of SCUBA Cylinders. Filling of MWR-owned and patron-owned SCUBA cylinders (tanks) is authorized.

b. Staff Training and Certification Requirements. SCUBA activities have inherent dangers, which can be minimized when professional SCUBA program staff members, who have been trained and certified by national and international certification organizations, instruct SCUBA program participants. Once certified, it is the individual diver's responsibility to adhere to safe diving practices and to maintain proficiency in diving.

(1) All staff members of the MWR SCUBA program must have the rating of certified diver and possess a broad knowledge of SCUBA-related activities and equipment. The following agencies provide SCUBA instructor training and certification, which is required to teach SCUBA as part of an MWR program:

(a) National Association of Underwater Instructors (NAUI) at http://www.naui.org/leadership_courses_instructor.aspx

(b) Professional Association of Diving Instructors (PADI) at <http://www.padi.com/scuba/default.aspx>.

(c) International Diving Educators Association (IDEA) at http://www.ideascubausa.com/home_15.html.

(d) Professional Diving Instructors Corporation International (PDIC) at <http://www.pdic-intl.com>.

c. SCUBA Diving SOP. Installation COs shall develop a SOP for the SCUBA program as required by reference (g), which can be downloaded at <http://www.supsalv.org>. The SOP must include the following minimum procedures/requirements:

(1) Local Diving Conditions. Checkout procedures, diving hazards, hyperbaric chamber locations, preventive maintenance schedule, emergency medical facilities, and student/diver diving insurance.

14 Jun 2013

(2) Dive Boat Rules. A U.S. Coast Guard (USCG) certified Captain must operate all dive boats in states or territories where USCG has jurisdiction. The boat must also have an underwater tour guide or instructor on board. The Captain cannot serve as the Captain and the underwater tour guide. Dive boats must meet industry standards of safety including a VHF radio, emergency oxygen kit, hot/cold packs, dive flags, floats, and USCG approved flotation devices. The dive boat must also have a pre-dive safety briefing. It must also have a copy of the Navy Air and Repetitive Diving tables clearly posted. Other national and international associations and organizations certifying skippers and captains may be used.

(3) Air System. When purchasing an air system, ensure that the manufacturer or vendor installs, tests, and provides staff training. All repairs shall be done in strict compliance with the manufacturer's repair procedures. Air compressors shall be thoroughly cleaned when they are disassembled for repair or during regularly scheduled overhauls. Diver's air procured from commercial sources shall be certified in writing by the vendor as meeting the purity standards listed in Table 4-2 of reference (d). Additionally, air samples shall be analyzed every 6 months for air quality and must meet the minimum air purity standards stated below. These results must be posted where patrons can easily see the results. Failure to comply with this standard will be grounds for immediate termination of air fills.

(4) Diver's Compressed Air Breathing Requirements

Constituent	Specification Source I Source II
Oxygen (percent by volume)	20-22%
Carbon dioxide (by volume)	500 PPM (max)
Carbon monoxide (by volume)	10 PPM (max)
Total hydrocarbons [as Methane (CH ₄) by volume]	25 PPM (max)
Odor	Not objectionable
Oil, mist, particulate	.005 mg/1 (max)
Separated water	None
Total water	0.02 mg/1 (max)
Halogenated Compounds (by volume): Solvents	0.2 PPM (max)

Reference: FED SPEC BB-A-1034 B.

(5) Rental Equipment and Repair. All SCUBA diving equipment and systems must meet safety standard specifications and regulation requirements of the agencies that govern the equipment. This includes, but is not limited to, the manufacturer, certifying affiliations, and government agencies.

(a) Regulators must be serviced and inspected every 6 months and completely rebuilt every 12 months. They will also be cleaned with an anti-bacterial agent prior to being reissued.

(b) Masks, wet suits, and snorkels will be washed with an anti-bacterial agent prior to reissue.

(c) A manufacturer authorized and/or certified repair technician must complete all repairs.

(d) Equipment maintenance and repair service records will be maintained and on file for a period of 7 years.

(e) All SCUBA compressed air cylinders will be cleaned and hydrostatically tested in accordance with the U.S. Department of Transportation (DOT) standards/regulations. Organizations providing hydrostatic testing must be registered with and approved by the DOT to conduct tests according to DOT standards. Cylinder testing at overseas locations shall be performed at a hydrostatic facility certified by the national governing body or certifying agency. Cylinders shall be appropriately stamped.

(f) MWR SCUBA cylinders must be visually inspected annually by a trained tank inspector and appropriately marked. This applies to any private tank refilled at the MWR facility. A form detailing the inspection process must be completed and a copy given to the customer.

(g) All rental and program equipment will be inspected prior to being checked out and as needed.

(h) Divers will not possess, use, or assist another person in possessing or using a spear gun. Spear guns are prohibited in any MWR SCUBA-related activity.

(6) Recreational Dive Limits. Recreational dive limits shall be followed. All dives will be planned and conducted

14 Jun 2013

within the "No-Decompression Limits" as defined in reference (g). Divers shall compute all repetitive dive profiles and plans, which will be verified by a MWR SCUBA program staff member prior to commencing the next dive. Sport SCUBA diving will be limited to a maximum of 110 feet.

(7) Equipment Requirements. The following equipment is required for all diving activities:

- (a) Mask and fins.
- (b) Knife.
- (c) Snorkel.
- (d) Buoyancy Compensatory Device (BCD), with power inflator.
- (e) Regulator with alternate second stage.
- (g) Depth gauge.
- (h) Timing Device.
- (i) Signaling whistle or equivalent.
- (j) Proper equipment and clothing. It is the individual diver's responsibility to ensure that he/she is properly equipped and clothed to conduct a safe dive.

(8) SCUBA Operations in Overseas Areas. MWR SCUBA program participants shall be informed of any political, social, cultural and health concerns in dive areas that are routinely visited. Foreign government and safety standards may dictate the course in formulating plans to initiate SCUBA operations or programs. As such, MWR activities, in overseas locations, are required to incorporate all applicable international and Federal laws, military rules and regulations, and Status of Forces Agreements into their SCUBA program's SOP. The servicing Staff Judge Advocate shall review and approve all SCUBA SOPs.

Chapter 18

AUTOMOTIVE SKILLS CENTERS

Ref: (a) DoD Instruction 1015.10 of 6 July 2009
(b) OPNAVINST 1700.7E
(c) OPNAVINST 5100.25B
(d) OPNAVINST 5100.23G
(e) 29 CFR 1910.1001

1801. General. The Navy Automotive Skills Program provides automotive craft enthusiasts with a quality, value-based program for the repair and maintenance of their privately-owned vehicles. References (a) through (e) pertain to information provided in this chapter. Automotive skills centers are not full service. Instead, they are facilities where patron self-help is fostered and automotive skills are learned. Wherever available, guidance and assistance are provided by trained automotive skills personnel. Vehicles being repaired in the automotive skills center must be registered in the name of the user or a member of the immediate family, 16 years of age or older. The Navy Automotive Skills Program typically includes:

a. Introductory Skill Classes. Introductory skill classes teach the basics in automotive maintenance such as oil changing, fixing a flat tire, replacing wiper blades, preparing the vehicle for storage, and the importance of following the owner's manual in proper vehicle maintenance.

b. Instructional Classes. Instructional classes provide patrons with more comprehensive information on automotive maintenance and repairs, e.g., tune-ups, body/fender repair, motorcycle repair, or major engine overhaul.

c. Self-help Services (e.g., Brake and Tire Repair, Minor Engine Tune-Up, Oil and Lube Work, Muffler Repair/Replacement, and Minor Body Repair). Patrons should work only on their projects and should make their own repairs. Supervisory personnel should only be consulted for guidance or assistance. Staff personnel will not receive compensation from patrons for any repair/maintenance performed while patron's vehicle is in automotive skills center.

d. MWR Employee Work. Automotive skills personnel are only authorized to perform work for the patron when all of the following conditions are present:

14 Jun 2013

(1) Patron is within the automotive skills facility when service is being performed;

(2) The service or process has been approved by the Regional Commander or Installation CO as an authorized service and listed on the published fees and charges schedule; and

(3) The service or process is classified as technical or safety restricted.

1802. Equipment. Due to technical operations and safety considerations for some equipment, only automotive skills program personnel should perform specialized services for the patron, e.g., use of certain repair and diagnostic equipment.

1803. Staff Training

a. The automotive skills activity manager shall receive periodic training to keep current on the latest trends in the operation of automotive skills centers. The manager is responsible for training subordinate staff members. An in-service training program should be implemented to include: customer service; standard operating procedures; goals and objectives; cash handling procedures; health and safety standards and procedures; fire prevention and evacuation; emergency procedures; and automotive skills.

b. Staff members shall receive training on new equipment through the company or manufacturer's representative. Training should be documented and retained at automotive skills center.

c. Staff members, including volunteers, shall complete a certified course in first aid and CPR.

d. Staff members shall receive training on hazardous material (HAZMAT) procedures whether or not they are directly involved in their collection, storage, or disposal.

e. Staff members shall be familiar with the provisions of reference (b) as it pertains to operation of automotive skills centers.

1804. Funding

a. Navy automotive skills program is a Category B MWR activity and is authorized to receive appropriated fund (APF) support.

b. REGCOMs/Installation COs should approve the fees and charges to be assessed to program participants. Examples of the type of fees that should be considered include the following:

(1) Service charges for use of automobile storage lots, repair bays/lifts, or specialized tools.

(2) Registration fees for workshops, classes, road rallies, car shows, and other programmed events.

(3) Equipment fees for the use of engine analyzers, battery chargers, disk/drum brake lathes, wheel balancers, valve grinders, welding equipment, or other specialized machinery.

(4) User fees approved for other equipment and program tools.

1805. Repair/Maintenance of MWR Vehicles

a. Facilities, equipment, and personnel of the automotive skills program may be used or assigned to repair and maintain vehicles assigned to MWR, provided it is determined to be the most cost-effective form of maintenance or repair. All costs associated with the repair of vehicles should be charged to the MWR activity to which the vehicle is assigned.

b. Repair and maintenance MWR vehicles at automotive skills centers should only be authorized during non-peak operating hours and should not interfere with the primary purpose of the facility. Automotive skills center customers should have priority use of the automotive skills center at all times.

1806. Resale Activities. Per reference (b), automotive skills programs may be supported by resale merchandise that furnishes convenience items and/or specialized parts needed for the repair of privately owned automobiles. Sales of tires, batteries, automotive sound systems, and other general automotive supplies may be available at the local Navy Exchange.

1807. Safety/Health Standards

a. Automotive skills centers will operate in accordance with safety and health standards in reference (c) and the Naval Safety Center's Automotive Hobby Shop Qualification Guide, which can be found on the Naval Safety Center website at:
<http://www.public.navy.mil/navsafecen/Pages/ashore/Off%20Duty%20>

14 Jun 2013

[Rec/RODSResources.aspx](#). Staff members will provide qualification training for patrons to safely operate power tools and equipment, hydraulic lifts, welding, and spray painting equipment. Qualifications will be noted and evaluated. Qualification training will emphasize proper use of equipment, safety precautions, and personal protective equipment (PPE).

b. Patrons will be provided with PPE specified by the occupational safety and health (OSH) manager. Signs will be placed on or adjacent to each piece of equipment where PPE is required. PPE will be readily available and serviceable. Rules for use of PPE should be prominently posted and enforced by the facility manager. Use of eye and hearing protection, designated by industrial hygiene (IH) personnel, will be enforced.

c. MWR safety coordinator will conduct semi-annual inspections, with a copy of findings provided to the Recreation and Off-Duty Safety (RODS) manager. The RODS manager will conduct annual safety inspections.

d. Shop floors will slope toward drains equipped with oil separators. If separators are not designed for the facility, drains should be covered to prevent combustible or flammable liquids from entering the domestic sewer system. Drain flammable liquids into suitable marked containers and dispose according to local hazardous material control requirements. Dispose of used absorbent material in marked waste containers. Grease, oil, water, and other liquids spilled on the floor will be cleaned immediately to prevent slip hazards. For grease and oil spills, an absorbent noncombustible material will be used. Oily rags will be placed in a self-closing metal container that is labeled "Oily Rags Only."

e. Installation fire and OSH personnel will approve all welding areas and only certified welders will be allowed to weld. Welding certification tests used to qualify patrons should be coordinated with a Navy welding shop and reviewed annually. Welding will not be done on fuel tanks until tanks are removed from the vehicle, purged, and checked for vapors by an industrial hygienist or safety specialist. Approved goggles, helmets, and shields that provide maximum eye protection as well as gloves for burn protection will be worn. During heavy work, flame-resistant material such as gauntlet gloves, aprons, and leggings will be worn. Safety shoes will be worn when working with heavy objects. Cotton clothing will not be worn, except during hot weather, for comfort. Woolen clothing is preferable. Sleeves and collars will be kept buttoned; Trouser cuffs will

14 Jun 2013

not be turned-up. Barriers that are not combustible will be placed around the welding area for eye protection and to minimize vapors entering the shop area. Warning signs in the welding area will be strictly enforced.

f. Trip hazards will be eliminated. Aisles and walkways will be kept clear of parts, tools and equipment.

g. Tools will be free of cracks, worn parts, broken or rounded tips, chips, mushroomed or loose heads and broken handles. Extension cords and electric tools will not have broken plugs, be frayed, or have taped insulation. Electric tools will have an intact ground wire prong or will be double insulated. Tools will be used only for their designed purpose. Any tool observed to be defective will be taken out of service and tagged. Compressed air hoses that are cracked, worn, or frayed will be taken out of service and tagged. Compressed air will be reduced below 30 psi and chip guard provided for cleaning dirt and dust from parts. Compressed air will not be used to clean clothes or the body. Compressed air used for power air tools will not exceed manufacturer's recommendation for pressure. Air will be shut off and all pressure in the line will be released before disconnecting the air hose.

h. For grinding wheels, the adjustable work or tool rest is to be kept within one-eighth inch of the grinding wheel and the tongue guard will be kept within one-fourth inch of the wheel. Safety guards for bench and pedestal grinders cover at least three-fourths of the outside of the wheel. PPE will be worn during use of grinding wheels.

i. Instructions for the operation of electric and hydraulic lifts are to be posted near the lifts. Patrons are required to review the instructions prior to operating a lift. The facility manager will ensure familiarity with the equipment by reviewing the operating features with the patron. Hydraulic jack teeth clamps will be kept clean and not worn. Jack stands will be used under a vehicle whenever a hydraulic jack is used. The weight limits posted on jacks will not be exceeded. All jacks and other hoisting devices will be load tested per manufacturer's recommendations. For older jacks without recommendations, load testing will be done at least once a year.

j. A tailpipe exhaust system will be used when vehicles are running in the shop. At no time will work be permitted in the shop with vehicles running and the tailpipe exhaust system not in operation.

14 Jun 2013

k. Asbestos dust is usually associated with clutch and brake work. Dust will be vacuumed from brake drums and the floor with a special vacuum that has a high-efficiency particulate air (HEPA) filter or an approved wet method will be used. Dry sweeping, mopping, or cleaning with pressurized air is prohibited. The shop procedure for wet method asbestos brake removal must be in compliance with references (d) and (e). IH personnel will review operations annually to determine the use of appropriate PPE. The use of appropriate PPE will be enforced.

l. Solvents will be used in well-ventilated areas only. Appropriate PPE including goggles, gloves, respirator, and apron will be worn to minimize exposure to solvents.

m. Automotive body fillers activated by chemical hardeners (epoxies) can cause rashes and sores if hardeners come in contact with the skin. Gloves and a long-sleeve shirt are required when working with epoxies.

n. Electric power cables and cords will be constructed of heavy armored rubber or similar materials to prevent damage from oil and grease. Power cables and cords on all portable and fixed electrically operated equipment will be of three-wire construction and equipped with a ground prong (except double insulated tools). Cables and cords will not be strung across shop floors. All 125-volt single-phase 15 and 20-amp receptacles installed in areas for electrical automotive diagnostic equipment, electrical hand tools, or portable lighting devices will be provided ground fault circuit interrupter (GFCI) protection. Portable lights used in the shop area will be equipped with a handle, lamp holder, hook, and substantial guard. All exterior surfaces, which might come in contact with battery or wiring terminals or other objects, will be of non-conducting material or will be effectively protected with insulation. They will also be of a non-switching design. In each automotive repair shop, the area between the floor and a point 18 inches above the floor is considered a Class I, Division 2 location except where there is mechanical ventilation that provides four air changes per hour. Drink machines, water fountains, and refrigerators equipped with motors located within 18 inches of the floor will not be allowed in bay areas unless equipped with explosion-proof motors. Portable lights used in a Class I, Division 2 location will be approved for this location.

14 Jun 2013

o. Transmission jacks will be equipped with leveling devices to prevent transmissions from rolling or falling off.

p. "No Smoking" signs will be posted and strictly observed in the automotive skills center.

q. Plumbed eye wash stations will be tested weekly and portable eye wash stations will be checked in accordance with manufacturer's recommendations. Facility managers will maintain documentation records.

r. Spray Painting

(1) Health hazards associated with spray painting require special precautions. Patrons will be advised in writing of the hazards to which they may be exposed. They will be required to wear appropriately designed and fitted respiratory protective equipment and be given instruction on its use. Patrons will also be observed throughout the spray painting evolution. A summary of spray painting hazards and operating procedures can be found in the Naval Safety Center's Automotive Hobby Shop Qualification Guide.

(2) Patrons should obtain a medical clearance or pre-qualification physical prior to using any respiratory protective equipment. Local OSH managers and occupational health personnel will be consulted for command policy. Facility manager should ensure that there is at least one person on duty who is qualified and trained in performing respirator fit testing and that such tests are performed prior to patrons using equipment. Before issuing respiratory protective equipment, ensure that the patron fully understands its features and functions.

Chapter 19

BOWLING PROGRAM

Ref: (a) DoD Instruction 1015.10 of 6 July 2009
(b) CNICINST 7043.1
(c) OPNAVINST 1700.7E

1901. General. References (a) through (c) provide policies, guidelines, and procedures for operation of Navy bowling centers. Navy bowling program activities consist of open bowling, bowling leagues, promotional bowling events, sport bowling, tournaments, instructional programs, sound and lights programs, such as glow-in-the-dark bowling, exhibitions, youth activities-sponsored events, and locker rentals for bowling center patrons. Pro shops and other bowling-related resale services may be established to meet program development needs, and fulfill market demands. This includes food and beverage service, alcoholic beverage sale, ball drilling, amusement machines, billiards, and bingo.

1902. Mission

a. To promote esprit de corps and morale by meeting recreational, social, and competitive needs of military patrons through participation in bowling activities.

b. To balance customer-driven programs and the requirement to meet financial goals.

c. To provide quality bowling facilities and programs, managed by skilled professionals with industry specific training. Provide bowling instruction to stimulate increased participation and meet customer demand.

1903. MWR Bowling Program Descriptions

a. Category B - Bowling Centers (16 Lanes or Less). Bowling programs with 16 lanes or less, offering services such as bowling resale, food and beverage, bowling instruction, open play bowling, and league bowling. This program is eligible for appropriated fund (APF) support in accordance with reference (a).

b. Category C - Bowling Centers (Over 16 Lanes). Category C bowling centers offer open play, tournament and league bowling, and services such as bowling instruction, resale and

14 Jun 2013

food and beverage. Category "C" bowling activity has the business capability of generating enough income to cover most operating expenses and receive limited indirect APF support.

1904. Guidelines

a. Bowling centers are multi-faceted activities requiring a level of entrepreneurial expertise found in similar civilian bowling center operations. Annual industry specific training of bowling center management is critical to successful operations and dynamic programming.

b. Navy bowling programs shall be in compliance with Navy Bowling standards, which provide guidance in bowling operations, including programming, administration and maintenance of lanes, pins, bowling balls, automatic pinsetting machines, scoring devices, ball returns, and related equipment. This equipment will be installed, repaired, and maintained in accordance with United States Bowling Congress (USBC) specifications and standards and per manufacturers' maintenance systems. Navy bowling centers must comply with certification and sanctioning requirements of the USBC. Each center shall be inspected annually for certification by the USBC for compliance with certification specifications. Noncompliance issues must be forwarded to CNIC HQ (N923) Bowling Program Manager within 30 days. In locations without a USBC approved Local Association Inspector, Region MWR will notify CNIC HQ (N923) to coordinate inspections.

c. Leagues may be sanctioned by the USBC, as appropriate. Tournaments should conform to the rules and regulations of the sanctioning body. A bowling league agreement must be completed for each league which is not managed and operated by the MWR bowling center program.

d. Lineage information shall be maintained and tabulated daily by the bowling center activity manager to ensure that lines are accounted for (i.e., open, league, tournament, free, and other, which includes warm-up, mechanical failure and walkouts (left without paying)). The lineage shall be reconciled with cash receipts daily and a record of pinsetter meter readings for each lane shall be maintained.

e. The REGCOM or Installation CO may permit the use of MWR bowling facilities and services for sanctioned national, state, city, or local tournaments on an occasional basis subject to legal review and patronage guidelines in reference (a). Only

14 Jun 2013

those events formally authorized, sanctioned, and operated by either the USBC, Bowlers Proprietors' Association of America (BPAA) and Professional Bowler's Association (PBA) may be held in MWR bowling facilities. The installation bowling center where these events are held must hold a valid membership in the state or local association hosting the tournament and the tournament location must be rotated among other local area civilian and military facilities.

f. Navy MWR bowling centers may not compete with private sector bowling facilities. Bowling center management and staff may not solicit hosting of any tournament or league play by non-authorized patrons and submit bids to host events open to individuals who are not authorized patrons unless the center is operated under a Cat C waiver.

g. All bowling leagues must be operated either by MWR or by an approved club. Before a club can operate a league, it must be approved by the REGCOM or Installation CO and must enter into a contract with MWR governing the operation of the league and the club's responsibilities for the proper management of the league, including financial management of league funds.

(1) When non-authorized patrons are granted use of bowling facilities and services, bowling fees shall be established to ensure that NAFs are not used to subsidize patronage by these individuals and groups. Additionally, resale of food, state tax-free beverages, and tobacco products is restricted to amounts consumed on the premises, and to convenience merchandise incidental to daily participation, (e.g., the sale of wrist guard, thumb tab, etc.).

h. Refer to industry training guides and publications or register for regularly scheduled training sessions or workshops for professional bowling center management.

i. Bowling center managers should establish and maintain preventive maintenance plans based on guidelines from bowling equipment manufacturers. Head bowling center equipment mechanic ensures that lane maintenance procedures comply with USBC specifications.

j. Bowling center staff shall follow regional and Navy guidelines for informing authorized patrons about league opportunities, developing programs, and maintaining lanes and equipment.

14 Jun 2013

k. Bowling centers may provide electronic bingo games in accordance with Chapter 22.

l. Bowling center managers maintain locker rental agreements, records, determine priorities for locker assignments, and review the list before each fiscal year.

m. Bowling center managers must conduct and document ongoing job safety education and training programs for all employees. Ensure that all equipment, facilities, and operating procedures meet the criteria specified by Navy Occupational Safety and Health, Occupational Safety and Health Administration and National Institute for Occupational Safety and Health.

n. Bowling center managers must prepare, update, and maintain written Standard Operating Procedures (SOPs) that are applicable to the bowling center activity.

o. Entry fees attributable to cash prizes for bowling activities will be handled in accordance with NAF cash handling procedures.

p. Bowling center property disposal follows provisions located in Chapter 3. The CNIC HQ Bowling Program Manager maintains a listing of excess equipment for reutilization.

q. When considering projects that result in changes in program scope and MWR program category (C to B or vice versa), bowling center managers must contact CNIC HQ Bowling program manager for project review and analysis. Consult is also available for projects involving new construction, renovation, and consolidation.

1905. Comment Cards. Customer comment cards shall be in use daily. Cards can either be CNIC supplied format or a locally produced equivalent. A system must be in place to ensure local MWR management receives regular updates on results of customer satisfaction comment cards.

1906. Training. To be successful, bowling center managers should possess a combination of general business knowledge and industry specific knowledge. Bowling center managers must receive bowling industry specific training annually to maintain operational and managerial proficiency in MWR bowling center management. Additionally, managers must complete the Fleet and Family Readiness MWR Managers' course and other managerial courses assigned within their Individual Development Plans.

14 Jun 2013

Bowling center managers must conduct bowling center staff training at least quarterly with specific updates on new programs, policies, and procedures.

1907. Bowling Instruction

a. Bowling centers must offer instruction that can be at the entry level (i.e., BPAA "Coach it Up," available on-line) up to a program offering more advanced instruction (USBC Bronze/Silver/Gold Level Instruction), offering clinics, exhibitions, and group and individual lessons.

b. Bowling instructors who are also MWR employees may not be compensated for bowling lessons given during periods of time for which they receive regular pay as an employee of the bowling facility and lesson fees will go, in their entirety, to the MWR fund.

c. USBC certified instructors may be compensated up to 90 percent of the lesson fee for bowling lessons they conduct during periods of time for which he or she is off duty and not receiving regular pay. Bowling instructors must enter into a concession contract for the provision of off-duty bowling lessons using MWR facilities (see reference (b)). A copy of the concession contract must be kept on file and all revenue derived from lessons deposited with the MWR fund. Instructors must document all lessons, submit a payment request, and copies of the lesson log for payment at the end of the month.

1908. Resale Activities. Bowling programs may be supported by resale activities such as food and beverage, snack bar, and retail merchandise, etc. The following functions may be performed:

a. Bowling centers may operate associated pro shops and related resale outlets for the resale of bowling pro-line sporting goods and related items, per reference (c).

b. Bowling centers may operate food services as part of their overall MWR mission. Bowling center managers should create an identity for the bowling center food service area using a theme or other concept that provides brand appeal. Bowling center food operations with alcoholic beverage service will follow provisions in Chapter 21, section 2138.

c. Bowling centers may offer a pro shop "layaway" program, provided the merchandise is retained in inventory and remains in

14 Jun 2013

possession of the pro shop at all times until paid in full. Items on layaway may not be used at anytime by the purchasing patron until the item is paid for in full.

1909. Financial and Operating Standards and Guidelines.

Bowling center managers must follow standards contained at Chapter 25.

1910. Metrics. MWR bowling center managers shall use the accepted industry standard metrics for bowling based business as developed by the Multi-Unit Bowling Industry Group (MUBIG) and used by the BPAA. The metrics are used to determine usage and efficiency levels to improve operational performance.

a. Level of usage is measured by tracking number of games played.

(1) Games per lane per day is the total number of games bowled in a 24 hour period divided by the number of lanes in the center.

(2) Games per lane per year is the total center lineage divided by the number of lanes, divided by 365.

(3) Centers with a time-based charge can determine game usage from the automatic scoring POS system.

b. Level of operational efficiency is measured by income per game, food and beverage income per game, and shoe rental per open play game.

(1) Total center income per game is the total income of lineage, shoe rental, locker rental, pro shop, food and beverage, amusement games, etc., divided by number of games in an identified period of time (hour, day, week, month, or year).

(2) Food and beverage income per game is the total food and beverage sales in the bowling center divided by the number of games in an identified period of time (hour, day, week, month, or year).

(3) Shoe rental per open play game is the shoe rental income generated by open play games divided by the number of open play games in an identified period of time (hour, day, week, month, or year).

Chapter 20

GOLF PROGRAM

Ref: (a) DoD Instruction 1015.10 of 6 July 2009
(b) CNICINST 7043.1
(c) OPNAVINST 1700.7E

2001. General. The golf program provides recreational opportunities and enhances the physical well-being of Navy personnel and families. Golf program activities consist of open play, golf leagues, tournaments, instructional programs, exhibitions, youth programs, golf retail outlets, and food and beverage. References (a) through (c) pertain.

2002. Mission

a. Promote esprit de corps and morale by meeting recreational, social, and competitive needs of military patrons through the sport of golf.

b. Balance customer-driven programs with the requirement to meet financial goals.

c. Provide quality golf facilities and programs for golfers of all skill levels, managed by certified golf professionals with highly trained staffs.

2003. Guidelines

a. Golf course operations are multi-faceted business activities requiring a level of entrepreneurial expertise found in similar private and public golf course operations. Navy golf course operations should be managed within the local MWR program where business activity expertise can be optimized.

b. Use of Navy golf programs by non-DoD civilians and groups is not permitted except as may be authorized in reference (a). At MWR activities where patron eligibility has been extended to non-DoD civilians and groups, higher green fees should be established to ensure that NAFs are not used to subsidize such play. Additionally, resale of convenience golfing merchandise incidental to daily participation (e.g., the sale of golf balls, tees) is authorized.

c. The REGCOM or Installation CO may permit limited use by non-Federal entity or private organizations of MWR golf course/facilities and services in installation-hosted or co-

14 Jun 2013

hosted national, state, city, or local tournaments on an occasional basis subject to legal review.

(1) Navy golf courses holding membership in recognized golf associations may host tournaments sponsored by these associations if tournament location is rotated among other area civilian or military facilities.

(2) The golf activity program manager or staff may not solicit hosting any tournament or league by non-Federal entity or private organizations or non-DoD civilian individuals or groups and may not offer competitive bids to host such events.

(3) The REGCOM, Installation CO, or designated representative must approve, in advance, events hosted by non-Federal entity or private organizations.

d. Offering reciprocal golf privileges for visiting personnel (authorized patrons) holding advance green fee tickets from other military bases within the same region is discouraged.

e. Golf activity program staff will follow commonly accepted practices and Navy guidelines for developing and operating programs and maintaining greens and equipment.

f. Policies and procedures for negotiating commercial sponsorship opportunities are found in chapter 6. Only MWR may solicit or accept unsolicited commercial sponsorship opportunities. Commercial sponsorship may only be obtained for MWR-sponsored programs, events, and activities. Commercial sponsorship is "event marketing" and shall not be used by individuals or non-Federal entities for fund raising purposes.

g. All alcoholic beverages consumed on the golf course or in the clubhouse must be purchased from the MWR golf course food and beverage facility. Golf courses with alcoholic beverage service will follow provisions as outlined in section 2138.

h. Only the golf manager, director of golf, head golf professional, assistant professional, and course superintendent may play golf for free for purposes of reviewing course conditions.

i. Retired military and their authorized family members will pay golf fees associated with the retired military grade of the sponsor.

14 Jun 2013

j. When using graduated green fees, the suggested tiers are:

E1-E5 (active/reserve/retiree/family members)
E6-O10 (active/reserve/retiree/family members)
DoD Civilians (active/retiree/family members)
Civilian Guests

k. Advance Fees. A controlled, pre-numbered card or receipt may be issued to patrons paying advance greens fees. Cards must show the person's name, grade, and the date of expiration. The prorated portion of an advance greens fee card may be refunded to the cardholder upon permanent change of station (PCS), honorable separation, retirement, or in accordance with local policy.

l. Patrons between the ages of 8-12 are only permitted to play on the course when accompanied by an adult (18+). However, a patron in this age group may be allowed to play without adult supervision on a case-by-case basis provided the child has demonstrated an understanding of the rules and proper etiquette and can demonstrate playing proficiency to the satisfaction of the course manager. The manager is solely responsible for providing this exception and can revoke the privilege if it is abused. Patrons between the ages of 13-17 may play without direct supervision after attending a rules and etiquette orientation. (High school golf team members are exempt from this requirement.)

m. Navy golf courses will have an AED located in the clubhouse. This portable device is intended to be mounted on the wall and should be accessible to all employees when the clubhouse is open. Additionally, the golf course shall have a plan to transport the AED to any location on the golf course as needed. Primary staff (e.g., golf pro, assistant golf pro and superintendent) will be trained in first-aid, including CPR and AED. The AED is authorized for use by lay personnel (non-medical and workplace first-aid responders) who would use an AED as part of basic life-support procedures until Emergency Medical Services (EMS) or advanced responders arrive.

n. Navy MWR golf courses shall have a system in place to facilitate rapid notification of all patrons in the event of threatening weather (e.g., lightning, hail, tornados, etc.). The notification can be made by using horns, sirens, loudspeakers or other similar means, but must be audible anywhere on the golf course.

14 Jun 2013

2004. Training/Qualifications. The following pertains:

a. All golf course managers hired at facilities with 18 holes or more must be a Class A member, in good standing, of the Professional Golfers' Association (PGA) of America or the Ladies Professional Golf Association (LPGA). The manager may use installation MWR funds to maintain these professional credentials.

b. Managers shall attend professional recertification training seminars/classes annually.

c. Superintendents of courses with 18 holes or more must be a Class A member of the Golf Course Superintendents Association of America (GCSAA) and attend recertification training seminars/classes annually. The golf course superintendent may use installation MWR funds to maintain this professional credential.

d. Golf activity program manager shall establish a training program for the golf course staff. The course superintendent shall train the maintenance staff to ensure quality is maintained.

e. A qualified spray technician will be trained in the proper storage, mixing, and application of all chemicals and fertilizers. The spray technician must hold a current local state pesticide applicators' license and successfully complete the DoD Pesticide Applicators Course within 6 months.

f. All golf course staff, including contract employees, should possess current CPR and first-aid certification.

2005. Golf Instruction. A program of demand-driven individual and group golf lessons, clinics, and exhibitions shall be provided and managed as follows:

a. When golf professionals teach at periods when they are receiving regular pay, lesson fees will go, in their entirety, to the MWR fund.

b. Golf professionals may be compensated up to 90 percent of the lesson fee for golf lessons given during periods of time for which he or she is off duty and not receiving regular pay. Golf professionals must enter into a concession contract for the provision of off-duty golf lessons using MWR facilities (see reference (b)). A copy of the concession contract must be kept on file and all revenue derived from lessons deposited with the

14 Jun 2013

MWR fund. Instructors must document all lessons and submit a payment request and copies of the lesson log for payment at the end of the month.

2006. Resale Activities. Golf programs may be supported by resale activities such as food and beverage, and golf merchandise pro shops, per reference (c).

2007. Gambling at Golf Facilities

a. Events or tournaments involving any gambling or lottery-like activities including such things as "Calcuttas" are prohibited.

b. Golfing skills contests such as long drive, closest to the pin, putting contests or hole-in-one competitions are authorized provided there is no additional charge or fee assessed to participate.

c. For additional information on lotteries and gambling, refer to Chapter 1, Section 110.

2008. Financial and Operating Standards and Guidelines. See Chapter 25.

2009. Merchandising. The objectives of merchandising are to turn a profit and supply the customer with equipment, soft goods, and accessories. Annual cost of goods sold should be maintained at a minimum of 80 percent for the pro shop; inventory turn rate should not exceed 2.5 to 1. Overstocking a pro shop is as detrimental as not stocking enough. When implementing display and merchandising techniques, the following should be considered:

a. Sound Buying. Inventory and storage procedures are paramount to solid merchandising and sales programs. Use of the purchasing and merchandising programs provided by the Air Force Nonappropriated Purchasing Office (AFNAFPO) or by any CNIC Navy-wide purchasing program is encouraged to obtain considerable savings on purchase of resale items.

b. Gift Certificates. Gift certificates won at installation tournaments or otherwise purchased at the pro shop may be used for purchase of all goods and services offered through the pro shop (e.g., green fees, carts, lessons, merchandise for resale, and food and beverage items sold at the golf course). Gift certificates may not be used to purchase

14 Jun 2013

alcohol or tobacco products. Pre-numbered and controlled gift certificates will be used.

c. Special Order Programs. Layaway and special order programs offer unique opportunities for customers to purchase high cost items. At least 25 percent of the total sale price and special order purchase will be collected in advance. Special order merchandise will be placed into stock for sale if refused on delivery. A portion of the deposit will be retained in order to cover administrative costs.

d. No-cost Goods. All items that are received at no cost as part of special manufacturer promotions will be accounted for and entered into inventory.

e. Physical Inventory. All resale merchandise will be inventoried monthly. All high cost items (e.g., golf club sets and other specialty items) will be inventoried when directed by the Manager.

f. Merchandise Plan. A merchandising plan will be prepared as part of the annual fiscal year budget. It will include forecasted purchases, sales, pricing strategies, and profit margin goals.

g. Retail Training. Pro shop employees will be trained to promote and actively sell golf merchandise.

2010. Golf Advisory Committee. Installations may establish a golf advisory committee, comprising members of various rank, age, gender, and golf experience. The Advisory Committee will provide the following services:

a. The committee will make recommendations on local rules of play, program promotions, course rules of etiquette, and course maintenance.

b. A representative of the committee will prepare meeting minutes which will be distributed to members and posted in the golf clubhouse.

2011. Motorized Golf Cars. Motorized golf cars provide service to customers and represent a valuable source of income.

a. Authorized customers meeting minimum age requirements determined by the golf manager may rent golf cars. Cars may carry only two people and two golf bags, unless the car is otherwise specifically designed. The golf manager provides

14 Jun 2013

safety instructions on local operating conditions to each customer.

b. Fleet Management. A maintenance schedule, based on manufacturers' recommendations, will provide the following functions:

(1) Keep record and inventory of spare parts showing date received, amount on hand, date used, and reorder level.

(2) Keep a log or chart on each golf car showing maintenance or performed repairs.

(3) Maintain schedule showing golf car use rotation.

(4) Keep a scheduled car purchase plan to replace or upgrade the fleet.

(5) Maintain a preventative maintenance schedule for each car.

c. Privately-owned Golf Cars are subject to the following requirements:

(1) Use of privately owned golf cars, including cars towed to the golf course, is prohibited except for those cars authorized prior to 25 July 2001. Use of "grandfathered" privately-owned golf cars are authorized only for the owner of the car and his/her immediate family. Authority for such use will not transfer to another patron in the event ownership of the car is transferred. Any exception to this policy must be approved in advance by the Navy Golf Program Manager.

(2) Golf courses must charge a trail fee and additional riders must pay the normal rate charged by the golf course for an individual to ride in a course-owned golf car.

(3) Owners must maintain liability insurance coverage on their privately-owned golf cars, sign a liability release, and generally adhere to the following conditions:

(a) A copy of the release will be kept on file at the golf course.

(b) The minimum limit of liability coverage is \$100,000 per occurrence; \$300,000 aggregate; and \$100,000 property damage.

14 Jun 2013

(c) In the event a guest-passenger rides in the privately-owned golf car, the owner must possess additional liability insurance coverage that extends to passengers in equal coverage to that provided to the operator.

(d) Golf car owners will provide a copy of the most current liability insurance policy to be kept on file at the golf course.

2012. Course Maintenance

a. The Director of Golf provides the course superintendent an annual activity schedule in advance to minimize the disruption of programmed golf activities due to grounds maintenance. Course superintendents are encouraged to support the Department of the Navy's environmental stewardship posture and adopt maintenance practices that minimize the negative impact to natural areas and wildlife, as well as conserve resources.

b. Chemicals and Pesticides. The following guidelines are applicable when using herbicides, pesticides, fertilizer, or other chemicals on course grounds:

(1) The course superintendent or designated grounds keeping employee must:

(a) Have a current local state pesticide applicators' license and successfully complete the DoD pesticide applicators course within 6 months.

(b) Supervise the mixing of all chemicals.

(c) Establish specific directions for applying pesticides and other chemicals.

(d) Be readily available during all applications.

(e) Ensure that all pesticides and chemicals meet proper storage regulations.

(f) Inform the director of golf or designated person of the type of chemicals being used on the course.

(g) Practice Integrated Pest Management (IPM) at all times.

14 Jun 2013

(h) Be good stewards of the environment including participation in any Navy-wide golf course environmental initiatives.

(i) Issue safety warnings to employees and patrons when necessary.

(j) Consult with base environmental engineering about proper pesticide disposal with water in accordance with applicable Federal, state, and local rules.

(2) Employees trained to apply chemicals must:

(a) Wear course-issued protective clothing and personal protective equipment, as required by the Occupational Safety and Health Administration and the chemical manufacturer's label directions.

(b) Enroll in the installation occupational health program, as determined by installation medical personnel.

(c) Receive proper training on the hazards of handling chemicals.

(3) Course maintenance facilities must:

(a) Meet all requirements for temperature control and ventilation.

(b) Stock only base-approved pesticides that are specifically labeled for grounds maintenance applications.

(c) Include a suitable pesticide storage area, approved by the installation bioenvironmental engineer.

(d) Include an eye wash and shower facility next to the pesticide mixing area.

c. Maintenance Records. The grounds superintendent must maintain accurate, up-to-date maintenance records, keeping complete records of costs, type and name of materials, work history, problem areas, and improvement projects and procedures, in the following areas:

(1) Fertilization

(2) Chemical treatments

- (3) Soil test
- (4) Mowing and cultivation
- (5) Irrigation system
- (6) Repair and maintenance
- (7) Training
- (8) Work schedules
- (9) Equipment
- (10) Utilities
- (11) Facilities (construction and maintenance)

2013. Driving Range Operations

a. Ball Dispensing Machine. The preferred method of distributing practice balls is to use an electronic automated ball dispensing machine that can accurately track usage and payment to ensure proper cash controls are being followed. This method is less labor intensive and provides greater customer convenience.

b. Over Counter Service. This service, while it provides personalized customer service, should be discontinued due to difficulty in tracking usage, payment, and maintaining effective cash controls. It is also more labor intensive.

Chapter 21

FOOD AND BEVERAGE PROGRAM

Ref: (a) DoD Instruction 1015.10 of 6 July 2009
(b) OPNAVINST 1710.11
(c) NAVSUP P-486
(d) NAVMED P-5010-1
(e) DoD Directive 5500.07 of 29 November 2007
(f) DoD 5500.7-R of 1 August 1983
(g) CNICINST 7043.1
(h) OPNAVINST 1700.16A
(i) CNICINST 5300.2
(j) OPNAVINST 5100.19E
(k) OPNAVINST 11010.20G

2101. Food Service

a. Navy MWR food and beverage programs are Category C, Revenue Generating facilities that are located on military installations. These facilities are customer-driven commercial business activities ranging from full-service "Clubs", "Quick-Service Restaurants", to "Mobile Canteens". These activities promote and maintain the well-being, morale, and efficiency of the Navy community and foster camaraderie and unit cohesion consistent with Navy values as a benefit of military service. MWR food and beverage outlets may include clubs, dining rooms, banquet and catering services, snack bars, pubs, bakeries, deli operations, cafes, bars, cocktail lounges, and nightclubs. MWR food and beverage activities may also provide on-base delivery service. References (a) and (b) provide overarching policy for this chapter. Further guidance on the MWR Food & Beverage program may be promulgated by CNIC Fleet and Family Readiness CNIC HQ (N923).

b. Navy Shore Galleys (General Mess Ashore). Galleys are food service operations funded through APF for the purpose of providing essential feeding for active duty Sailors. See reference (c) for policy for this program.

2102. Cost Systems and Controls Overview. Cost control means to check or regulate, keep within limits, exercise direction, guidance or restraint over money, assets, material, and employees. Cost accounting or cost control is the analysis and construction of all sales transactions with sufficient detail to show the total cost of each product sold. Cost control is a system of procedures which allows total control over a product.

14 Jun 2013

Cost control is generic and applies to any product sold. A food sensitive item inventory is required to be executed on a regular basis and the cost and inventory reconciled to actual sales. A bar inventory system must be in place that will allow a reconciliation of working stock to actual sales. All discrepancies must be investigated. A monthly inventory of all resalable items is mandatory for accounting purposes.

a. Management will utilize a documented system to account for and pinpoint responsibility for all food and beverage inventory and all cash receipts. The system should include: retail accountability, guest checks, high-cost/sensitive item inventory control, and use of receipts for patron cash payments.

b. Management will establish prices by using the break-even analysis, financial standards, local competitive position, and perceived value. Management will review prices at least quarterly.

c. Management will document that a budget-to-actual variance analysis review occurs monthly and that operational adjustments are made when needed.

d. Management will conduct a semi-annual review of all services and programs to assess cost effectiveness. This review should include a determination of monetary benefits that could be achieved if the activities achieve the cost of goods sold standards for food and beverage operations.

2103. Components of Cost Systems and Controls. Major components are: Purchasing, receiving, storing, issuing, forecasting, production, portion controls, inventory and reconciliation.

a. Purchasing. Efficient purchasing will assure the availability of quality products at the best price and with the best service available. All installations are eligible and are encouraged to participate in the Joint Services Prime Vendor Program (JSPVP). It is recommended that 80% of total food purchases are acquired through the JSPVP with the remaining 20% utilizing local and specialty approved distributors. This program is managed by an external professional management organization tasked with the specific purpose of leveraging our purchasing power to provide the most favorable pricing and with providing an underlying quality assurance program. Specific benefits of the JSPVP include: Rebate programs, contract pricing, product consistency, and overhead reduction. An

14 Jun 2013

additional benefit of the JSPVP is the 3rd party data management contractor that is charged with identifying products with rebates and invoicing the manufacturers to collect and distribute rebates for qualifying purchases. The products furnished under the terms of the JSPVP contracts must originate in the U. S. Army Veterinary Command Worldwide Directory of Sanitarily Approved Food Establishments for Armed Forces Procurement. In addition, all food items and delivery vehicles are subject to inspection by the Post Veterinarian at the installation prior to delivery. Purchases made outside of the JSPVP should utilize purchasing guides (written specifications) for all items bought. Use only industry established guides when purchasing meats, e.g., National Association of Meat Purveyors (NAMP). Buy items that are in season and that fit the budget and operation.

b. Receiving Procedures. After placing the order, the next control point is at the receiving dock/station. A copy of the purchase order is used to verify that the correct merchandise is received. Every purchase must be inspected for quality, quantity, weight, or other product specifications. After the products have been verified, the weight and quantity are annotated and the vendor's invoice signed and dated by the receiver. One copy of the purchase order, with the invoice/delivery ticket attached, is forwarded to the accounting office. Circle items not received and communicate with distributor.

c. Storage Control. Storage control protects the merchandise and keeps spoilage/pilferage loss to a minimum.

(1) Issue only one key to the storeroom, and it will be in the possession of the person responsible for that locked space. A duplicate key may be retained in a locked key box in the manager's office. If suspicions arise that the key is compromised, then the lock to that space must be changed and re-keyed. When the person in charge of the storerooms leaves the organization, all storeroom locks are changed.

(2) Only storeroom and kitchen personnel are permitted in the storerooms.

d. Breakage and Spoilage (Food Items and Alcohol). In the event merchandise is lost through breakage or spoilage, the items should be documented on an internal control form to identify the reduction of accountable inventory on hand. The form identifies the transfer of the merchandise from the food or

14 Jun 2013

bar inventory to the breakage and spoilage account. The form must include the item description, unit size, quantity, unit cost, and extended amount. The transfer information on the form must include the issuing activity accounting code (cost of goods account) and the receiving activity accounting code (breakage/spoilage account). The form shall be signed by the employee responsible for the loss, the manager on duty, and a person authorizing the transfer. The form is to go forward to the accounting office with the Daily Activity Report for the day the loss occurred or as part of the ending physical inventory for the month.

e. Issuing Controls. Food is issued from warehouses and store rooms only by an authorized signature, and records of every issue are kept on file for 12 months. The form used, NAVCOMPT Form 2214, is pre-numbered in the upper right hand corner to call attention to missing or misplaced issued requisitions. Nothing leaves the warehouse unless it is recorded. Without NAVCOMPT Form 2214, a pre-numbered locally developed form will suffice.

f. Forecasting. Forecasting begins with the collection of sales data and patron counts. It is the base from which we schedule people to work and prepare quantities of food or other merchandise. Forecasting is essential in controlling expenses. It results in the use of optimum work schedules and product preparation, which coincide with projected sales, and the number of meals prepared. Waste is reduced by preparing the correct amounts. Correct portioning aids in the consistency of plate appearance, taste, cost of sales, and patron acceptance. The Manager's Daily Log/POS Reports provides a vehicle for forecasting. Forecasted patron counts on a day-part basis are reconciled to actual results.

(1) Prepare a production worksheet for each meal period. The worksheet establishes the number of appropriate portions necessary for buffets, ala carte dining, and fast food menus. As a minimum, the worksheet must reflect the recipe number (if appropriate), amount prepared, time of preparation, serving time, portion size, preparer's name, disposition of leftovers, and their intended use.

(2) Portion control is a critical element in controlling and maintaining cost of goods. Whenever possible, portion size is maintained by using a serving device of the correct portion size. Pre-portioning can be decided at the time of purchase.

14 Jun 2013

g. Inventory and Reconciliation. A system of inventory and reconciliation confirms the return on investment of merchandise consumed during an accounting period. Sales are part of the validation process. The merchandise remaining after sales is significant in determining the actual return on investment. End of month inventories must be accurate in every aspect of the procedure and includes the following: Count, product identification, cost and a correct extension of the data. A complete inventory of food, beverage, supplies and chemicals will be conducted by at least two people (one of whom is not associated with the particular functions of purchasing or receiving), and is necessary for all resalable items on a monthly basis. The names and job titles of the individuals participating in each inventory will be documented for the official record. Management will determine food sensitive items (i.e., higher cost items) and inventory them on a daily basis and reconcile against Point-of-Sales daily reports and production forms. Compare the inventory to sales and investigate discrepancies.

h. Inventory and Reconciliation of Bar Operations. Bar inventory will be reconciled against actual bar sales on a monthly basis. Inventory other resalable items, i.e., Sundry items, on a monthly basis to maintain integrity of the internal control process.

(1) The most accurate and required method for conducting a liquor inventory is to weigh the bottles to determine the ending inventory amounts. The ending inventory amounts are deducted from the sum of the beginning inventories and monthly purchases to determine usage. From the usage amount and sales price, an expected sales amount is calculated. The expected sales are then validated against the actual sales from the DARs. A variance greater than 5% between the expected sales and actual sales will be investigated by management and explained.

(2) If the Cost of Goods Sold (COGS) standard is not being achieved then the Bar inventory reconciliation will be conducted on a daily basis until the COGS is continuously being met (refer to Chapter 25 for standard).

i. Loss Prevention. One of the primary tools of cost/asset control is an effective loss prevention program to prevent theft. Applying the principles of theft prevention reduces temptation by limiting opportunities, having effective controls in place and in use. The following are essential in controlling theft:

- (1) Secured storage areas for food/beverage stocks.
- (2) Sensitive item inventories.
- (3) Key control logs.
- (4) Surprise Spot checks on packages/bags leaving premises.
- (5) Correct receiving/issuing documented procedures.
- (6) Accurate inventories (verified by management).
- (7) Monthly cash counts on banks and registers.
- (8) Continuous Employee training.
- (9) Good management/employee communication.
- (10) Portion control/recipe adherence.
- (11) Utilizing waste and leftover reports.

2104. Guest Checks

a. Guest checks will have at least two copies. One copy is for the kitchen, the other for the cashier. The cashier's copy will have a stub given to the customer as a receipt.

b. Pre-numbered guest checks are issued to service personnel. At the end of the shift, service personnel will return all unused guest checks for reconciliation. Follow-up to identify and investigate any missing guest checks should be done immediately.

c. Guest checks are not necessary for snack bar type operations or pre-paid buffets.

d. Point of sale systems with remote printers may not require guest checks with two copies. The kitchen supervisor will reconcile with the cashier for the amount of food sold and paid for.

14 Jun 2013

2105. Scatter Sheet Controls

a. A scatter sheet control system aids in forecasting, and determining menu item popularity, product mix, patron counts, cost of goods; and may aid in the purchasing process.

b. Maintain sales history by manual or automated means and document the use of the data.

2106. Menu Product Mix Spreadsheet and Menu Engineering

a. In order to identify how individual menu items contribute to the composite food cost percentage, managers may use a simple menu product mix chart or spreadsheet. On this spreadsheet, the number sold of each item is multiplied by the item's standard cost to calculate the total cost of that item. Likewise, the number sold is multiplied by the selling price to calculate the total sales per item. Total cost is then divided by total sales to get the product mix for the entire menu. This spreadsheet will illustrate that each item of the items sold has a different food cost, and will also calculate an "ideal" food cost. Using this quick method, management can quickly ascertain the effect that price adjustments may have to specific items.

b. Menu engineering takes this process a step further, by focusing on each item's contribution margin (CM) rather than on the food cost. By utilizing this process with the emphasis on CM, management can "engineer" the menu to maximize profit.

2107. Daily Financial Summary. Track all income and expenses daily and reconcile no less than weekly. Average depreciation and other relatively constant expenses over the past 6 months. Reconcile each month's data to actual results and make adjustments.

2108. Navy Food Service Regional Operational Advisory Group (NFS-ROAG)

a. Purpose. To develop a single, coherent food service strategy that satisfies emerging operational requirements, leverages technology and commercial best practices, optimizes financial resources, and meets the Navy community expectations. The NFS-ROAG provides recommendations and suggestions to Installation COs and REGCOMs on food service operations in the region. The NFS-ROAG will ensure balance of food service providers, both at the installation and throughout the region. It will also ensure that a representative sample of authorized

14 Jun 2013

patrons is afforded a platform to provide direct feedback on their satisfaction level with Navy food service options.

b. Organization. The NFS-ROAG consists of permanent and assigned customer focus members and advisors.

(1) The NFS-ROAG should include, at a minimum:

(a) Permanent Members. Region MWR, Regional Galley, Navy Exchange, and Region Command Master Chief.

(b) Assigned Customer Focus Members. Ombudsman/Family Member, Enlisted (E-5 or below), Junior Officer, and Civilian Workforce.

(c) A "Chair" will be nominated and selected from the Permanent members for a term not to exceed one (1) year.

(d) A subject matter expert advisor from CNIC N923.

c. Responsibilities. The NFS-ROAG will assess:

(1) Customer Satisfaction:

(a) Provide the patron base the opportunity to bring forth ideas, suggestions, recommendations, and concerns.

(b) Commission customer satisfaction surveys and focus groups.

(c) Survey all food service operations - MWR, NEX (direct run and concessions), Ashore General Mess, Civilian Recreation Fund, and Auxiliary Resale Outlet (ARO) activities. Summarize survey results by base.

(d) Analyze results to develop recommendations, options, and courses of action for REGCOM review.

(2) Assess and analyze overall nutritional aspect of Regional Food Service Program while seeking guidance thru Command/MWR Health & Wellness professionals and nutritionists.

(3) Current Issues. Address current essential feeding and commercial feeding initiatives. Examine other food service related issues as they arise.

14 Jun 2013

(4) Metrics and Financial. Update facility information, including financial data and metrics. Utilize Return on Investment (ROI), Return on Invested Capital (ROIC), and Return of Expense (ROE) metrics.

(5) Transformation. Utilize the ROAG Food Service Project Validation Procedures (FSPVP) to validate the viability of any suggestions or recommendations.

(6) Assess impact on base-wide food service operations prior to any addition, expansion, or elimination.

d. Meeting and Minutes

(1) CNIC HQ (N923) Food and Beverage Program Manager or Advisor will be engaged by the NFS-ROAG as a participant of the committee.

(2) Designated members will meet quarterly at a minimum to identify, prioritize, and resolve issues which directly impact food service operations within the region.

(3) Meeting minutes will be documented and then disseminated through the permanent members for final input before being submitted to the Chair and CNIC HQ N923 for final comments. The Chair shall present the final minutes to the REGCOM/Installation CO, as appropriate.

2109. Location. MWR food and beverage facilities will be located on property owned by or under the control of the U.S. Government. Use of NAF for the purchase or lease of real estate without the approval of CNIC HQ (N9) is prohibited.

2110. Notice Requirements Regarding Establishment and Disestablishment. Installations will notify CNIC HQ (N923), via the Region, whenever a food and beverage activity is established or disestablished. In addition, CNIC will be notified if two or more food and beverage activities are consolidated. Advance notice should be provided to the chair of the NFS-ROAG.

2111. Special Patronage Privileges. Navy MWR food and beverage activities are non-membership NAF activities except as provided in section 2112. Eligibility for use of Navy MWR food and beverage activities is specified in chapter 25 of this instruction. In no instance will eligibility be authorized for individuals in a priority group without individuals in all higher priority groups having first been authorized.

a. REGCOMs/Installation COs may prescribe guest privilege limitations. When participation privileges are extended to guests, they will assume the priority of their sponsors.

b. Recruiters and Recruiting Influencers. REGCOMs/Installation COs may allow use of Navy MWR food and beverage activities by military recruiters, recruiting influencers, and potential recruits. REGCOMs/Installation COs may authorize use of Navy MWR food and beverage activities to show one of the many facets of military life that may influence potential recruits to enlist. The following applies:

(1) Recruiting Influencers. Recruiting influencers are those members of the civilian community recognized by the REGCOM/Installation CO who aid the Navy in acquiring recruits. They may be designated as honorary members, issued a Navy MWR food and beverage privilege card, and extended full use of the Navy MWR food, beverage, and entertainment programs and activities for recruiting purposes.

(2) Potential Recruits. Potential recruits are persons eligible for enlistment into a military service. When accompanied by recruiters or recruiting influencers, potential recruits may use Navy MWR food and beverage as guests.

(3) Monitors. Those monitoring groups of potential recruits during the functions at Navy MWR food and beverage activities (e.g., teachers and chaperones) may use the Navy MWR food and beverage activity during those events.

2112. Navy MWR Food and Beverage Program Dues. When approved by the REGCOM/Installation CO, Navy MWR food and beverage activities may charge membership dues. Commands shall advise CNIC HQ N9 and N923 when establishing and disestablishing dues. Membership is voluntary. Eligible patrons will not be requested to give reasons for declining or discontinuing membership. Membership privileges will be protected by periodic checks of membership cards. Reciprocity with other Service dues paying member clubs is mandated.

a. Rates. REGCOMs/Installation COs may choose to establish a single dues rate per month for all patrons or a sliding scale rate based on the military and civilian grade structure. REGCOMs/Installation COs may authorize special promotions, e.g., reduced rate for annual dues paid in advance, reduced prices for members, etc.

b. Dues Waiver Exceptions

(1) REGCOMs/Installation COs may waive dues charges for un-remarried widows or widowers of members of the Armed Forces of the U.S. and their reserve components who died in the line of duty, while on active duty, or who died on the retired list with pay.

(2) Membership dues will not be charged for dependent spouses of Armed Forces personnel being held as prisoners of war or who are missing in action.

c. Delinquency. Dues are not considered delinquent until after the last day of the month in which they are payable or after 30 days of the date billed, whichever comes later. The member may be charged for the month in which he or she joined, but not the month in which he or she leaves. Members delinquent in dues continue to receive full membership privileges until suspended or terminated under local established procedures.

d. Refunds. Members will be refunded the unused portion of their prepaid dues based on reassignment from the base or upon acceptance of their letter of resignation from the Navy MWR food and beverage activity.

e. Membership Cards. Identification of members of Navy MWR food and beverage activities with dues will be by membership cards.

2113. Identification of Patrons. See Chapter 5.

2114. Guests. Reference (a) applies.

2115. Catering and Conference Functions. A private/catered function is a function for which a sponsor/host makes special arrangements by signing a private party contract.

a. Examples

(1) Private/catered functions require:

(a) Preparation of a special menu or a menu from an established catering brochure.

(b) Scheduling of additional employees to set up a separate dining area, to prepare food and beverages, and provide a service (food, bar, or cost center).

(c) Special beverage (bar) preparation.

(d) Exclusive use and/or set-up of a room, with or without food and beverage or use of audio visual services.

(2) Functions not considered Private/catered parties:

(a) A luncheon/dinner in a private area of the Navy MWR food and beverage activity when patrons select from the standard dining menu with no additional preparation, set-up or employee scheduling required; and

(b) Reservations for a group to dine in the main dining area of the MWR food and beverage activity where meal selection is from the standard dining menu and service is handled without scheduling of additional employees and there is no dedicated bar for private cocktail service.

b. Catering/Conference Centers

(1) Purpose. Intended to promote effective gatherings in a comfortable environment where service, product and technology converge to best meet the specific needs of meeting planners and conference attendees.

(2) Responsibilities

(a) Installation and Region Fleet and Family Readiness Director (N9):

1. Monitors compliance with established procedures and guidelines in this instruction.

2. Notifies CNIC HQ (N923) when conference facilities are added or deleted within their area of operation.

3. Ensures that the MWR Catering/Conference Representative(s) is/are designated.

(b) MWR Catering/Conference Representative:

1. Acts as the single point of contact to coordinate meeting room setups, food and beverage service audiovisual (AV) needs, rooming lists, and other requirements a customer may have.

14 Jun 2013

2. Provides facility management and oversight to ensure the effective operation and delivery of services. Facility management includes, but is not limited to, staffing the facility/event, maintaining and coordinating room reservations, scheduling facility and equipment maintenance, arranging meeting room furniture and equipment, providing consumable supplies, maintaining equipment replacement plan, and providing support vehicles.

3. MWR Catering/Conference Representative can be collateral duty for Food & Beverage department employee.

(3) Eligibility. Personnel authorized to use the facilities are outlined in reference (a).

(4) Operating Procedures. Operating guidelines are provided below:

(a) Reservation Policies and Procedures. Reservations are accepted on a first-come, first-served basis. Reservations can be made by contacting the MWR Catering/Conference Representative.

(b) Customer Support. Catering/Conference Representative(s) will coordinate and provide the following support to the customer:

1. Catering/Conference Center usage which offers a package plan that may include conference room(s) usage, food & beverage service, conference services, and basic conference technology.

2. Meet with prospective customers prior to the scheduled event to review facility and meeting room options, features, and AV capabilities.

3. Provide an AV specialist to setup/support all non-portable AV/communication equipment. An AV specialist will provide expert advice and technical assistance to the customer.

4. Provide instruction and assistance for the operation of the business center made available to the customer.

5. Suggest/recommend customer make lodging reservations in Navy Gateway Inns and Suites or Navy Lodge

14 Jun 2013

facilities. When on-base lodging is not available, will provide list of off-base locations.

6. Provide contact information for on-base eating facilities and options.

(c) Fees and Charges. Catering/Conference Centers will establish packages tailored to customer needs, having a flat rate for room rental which may vary based on geographic area. Room rental fees will include room set up and support. Packages that include food and beverage service should be made available and include appropriate service fees.

(d) Facility Access and Control. The Conference Manager will maintain custody and control of the facility, providing access to authorized commands, organizations, and individuals as described on the reservation schedule.

(e) Damages. Customers will be held financially responsible for the repair, replacement, or cleaning required as a result of any misuse, negligence, or intentional damage to the facility, or furnishings.

2116. Types of Private/Catered Functions. Regardless of the type of private/catered function, a private/catered party contract, described in section 2117 is required. See section 2117 for payment procedures.

a. Group Social and Business Functions. Navy MWR food and beverage facilities may be used for group social or business functions if attendees are authorized patrons or guests.

b. Personal Social and Business Functions. Authorized patrons may host a social or business function when most of the attendees are not authorized patrons if they personally contract the function and assume responsibility for the group's actions. Examples of personal social and business functions include wedding reception, anniversary party, retirement party, training meeting, or holiday parties.

c. Command Sponsored Functions. Private/catered social and business functions recognized as making a positive contribution to community relations may be authorized by the installation commander, with appropriate fees. Examples of these functions follow:

14 Jun 2013

(1) NAFIs may request use of MWR food and beverage facilities for group social and business functions.

(2) APF may be used to pay for certain elements of mission support events. These may include, but are not limited to, room fees or room set up charges, table linens, and audio-visual rental fees. APF cannot be used for the purchase of food and beverage services per reference (a).

(3) Clubs/organizations/volunteer groups, such as Lions, Rotary, Navy League, Navy Relief, Red Cross.

(4) Youth/education groups, such as Girl Scouts, Boy Scouts, little leagues, high schools, community colleges, and universities.

(5) MWR food and beverage facilities may be used for award banquets or social receptions associated with authorized athletic competitions hosted by the base/region.

(6) Tenant commands may use MWR food and beverage facilities for command sponsored events, all hands meetings and social gatherings.

2117. Private/Catered Party Schedule. Navy MWR food and beverage activity managers are responsible for maintaining complete schedules for all programmed private/catered functions. A private party log (computerized or manual) will reference all functions by a pre-numbered private party contract. The log will be made available to the accounting and fiscal oversight and review staff for verification with receipts due and received as a result of private/catered functions.

a. Contracts. All scheduled private/catered parties and group functions require the proper completion and execution of a pre-numbered private party contract.

(1) The contract will be signed and dated by the MWR food and beverage activity manager or designated representative and the party sponsor, who must be an authorized patron of the MWR food and beverage activity.

(2) Management will advise the patron who signs the contract that he or she will be held responsible for meeting the total costs agreed upon and will ensure that the status of personnel attending is per the signed contract.

14 Jun 2013

(a) It is appropriate to require advance deposits for private/catered parties.

(b) Local policies should be established regarding event cancellation and refund of deposits. When a cancellation is made and accepted by the MWR food and beverage activity, and no expenses are incurred by the activity as a result of the cancellation, management may exempt the sponsor from all charges. Otherwise, all expenses incurred, as a result of preparation for the function will be charged to the sponsor.

(3) The MWR activity must account for contracts prior to the function to ensure adequate safeguard and separation of the administrative and financial functions.

(a) Once management activates a contract (i.e., once a contract is assigned to a patron), one copy will be immediately forwarded to the MWR business office.

(b) After the function has taken place, management will forward a second copy of the contract with a Daily Activity Report (DAR) or for SAP/AIMS locations, the automated Daily Activity Report may be used. This policy pertains to SAP/AIMS locations that are equipped with a Point of Sale (POS) System that automatically interfaces the daily accounting information into the SAP/AIMS Financial System to the MWR support services business office.

(4) MWR Support Services Business Office will monitor numerically sequenced contracts. Any discrepancy will be brought to the attention of the MWR Food and Beverage Manager for resolution. Further investigation may be required by the MWR Base Program Director.

b. Private/Catered Party Brochure. To help patrons in booking a private/catered party, the MWR food and beverage activity should provide patrons with a private/catered party brochure that includes, as a minimum, the following:

(1) General information about arranging a party, (e.g., point of contact, phone number, FAX number, e-mail address.).

(2) Who may attend a function.

(3) Assortment of priced menus available, including light and heavy hors d'oeuvres, buffets, breakfasts, brunches, luncheons, dinners, coffee breaks, etc.

(4) Beverage lists with prices.

(5) Seating capacities and arrangements, floor plans, and table set-ups.

(6) Availability and prices of special equipment, sound systems, flags, lectern, audio visual, microphone, etc.

(7) Availability of live music, photographers and videotaping services, flowers, and other services.

(8) Policies on gratuities and service charges.

(9) All policies and procedures involving services, additional charges, staffing, food, beverage, set-up, etc., that apply to a private function.

(10) Policies on appropriate entertainment.

(11) Advertising policy.

c. Leftover Food and Beverages. Food and beverage items not consumed during the catered function may not be removed from the premises. Leftovers should be used within the prescribed sanitation guidelines or discarded. Leftovers are not to be charged to a spoilage and waste account. Reference (d) provides guidance for the proper handling of leftover food items.

d. Spoilage and Waste Account. Spoilage and waste account is to be used when discarding unprepared food that has spoiled due to a mechanical failure (e.g., freezer failure) or food that is past its expiration date (e.g., overseas base that receives food that is past its expiration date). This account is not to be used to report over production, spoilage due to not rotating inventory, etc.

e. Payment for Official Private/Catered Functions. Charges for services provided will be consistent with those charged all other patrons for comparable services. Charges will be consistent with the mandatory financial operating standards and current year MWR fund operating budget (See Chapter 25 for financial standards). Charges for the use of space (e.g., meeting room) is required per references (a) and (b). The following procedures are applicable when charging the command or command sponsored group for services rendered:

14 Jun 2013

(1) MWR prepares a standard private party contract for each meeting or event. The contract will be signed by both parties and will specify the services required and indicate that the customer will be invoiced immediately following the event.

(2) MWR prepares a standard private party contract as discussed above, but specifies the services that will be provided over a specific period of time (e.g., monthly). The customer will be billed for services provided during the specified period (similar to a blanket purchase agreement).

(3) For official functions, an authorized contracting officer will complete a DD 1155, DD 1149, or NAVCOMPT 2277 that authorizes APF payment to support the private party contract.

(4) Upon completion of the contract (either per event or specified period), MWR will invoice the command or command-sponsored group. Payment will be by direct remittance made payable to the MWR fund. Such payments are not considered APF support and should not be reported on the OP34 MWR budget exhibits. Income from these command-sponsored meetings or events should be accounted like any private party function.

2118. Standards of Conduct. Standards of Conduct and Joint Ethics Regulations apply to all facets of MWR operations, including food and beverage programs. References (e) and (f) apply.

2119. Standards of Dress. Standards of dress for authorized patrons and bona fide guests will conform to installation policy and those of the local community for similar type facilities. There should be proper standards of dress and decorum maintained, as appropriate to the different areas and services provided and the formality or informality of the functions.

2120. Authorized Activities and Services. Activities and services listed below may be operated directly by a Navy MWR food and beverage activity or annex operation:

a. Sale of Merchandise

(1) Alcoholic and Non-alcoholic Beverages

(a) For on-premise consumption: Beer, wines and distilled spirits by the drink.

(b) For off-premise consumption:

1. Beer in six packs at a price no less than the NEX selling price for the same product. Sale for off-premise consumption is authorized only at times when the NEX does not provide the service.

2. Beer in kegs.

(2) Food in prepared form for on-premise and take-out service, and delivery of individual orders.

(3) Essential toilet articles only when the local NEX is closed or not available and at a price no less than the NEX selling price for the same product.

(4) Sundry merchandise such as candy, newspapers, souvenir items with the food and beverage activity logo, e.g., T-shirts, hats, and cups. Sale prices of these items will be no less than NEX prices.

(5) Tobacco products subject to following:

(a) To those MWR food and beverage activity patrons at least 18 years old who are authorized NEX privileges:

1. Limit of two packages per day at a price no less than the NEX single package-selling price.

2. Where there is no NEX, the sale of carton tobacco products is authorized.

3. Ensure that anyone buying tobacco products is at least 18 years old or older. A customer's ID will be checked if the buyer's age is not known to be over 18, and appears to be under 27.

(b) Resale activities will not:

1. Sell single cigarettes or packs containing fewer than 20 cigarettes.

2. Provide free samples of any tobacco product.

3. Give any gift or "give-away" item in exchange for a tobacco "proof of purchase" or as part of a tobacco sale.

14 Jun 2013

4. Sell tobacco products in other than a face-to-face exchange, i.e., sales may not be made by vending machine or mail.

b. Off-Premise Private Party/Catering Services

(1) Navy MWR food and beverage activities may provide catering services (food, alcohol, and non-alcoholic beverages) for patrons at locations on base (e.g., golf courses, beaches, parks, etc.), nearby Navy property or government housing areas.

(2) For patrons off the installation, MWR food and beverage activities are limited to preparing food items, non-alcoholic beverages, supplies, and rental of various items for pick-up at the MWR food and beverage activity by the patron or his or her representative. This pick-up may be complete meals, reception items, etc., and not limited to party trays.

c. Entertainment Programs. See Chapter 24.

d. Concessionaire Services. Concessionaire services are subject to the provisions of reference (g). Contracts for concessionaire services with commercial vendors for sale of items such as clocks, jewelry, artwork and specialty food items will be in writing. Navy MWR food and beverage activities will derive income based on a percentage of the gross sales made by such concessionaires. Sales of such items shall not conflict with base NEX operations. Before entry into concessionaire contract, the local NEX manager should be consulted to determine if NEX can provide desired products/services. Navy MWR food and beverage activities will ensure concessionaires have proper insurance to protect inventory from damage.

e. Bingo. See Chapter 22.

f. Amusement Machines. At discretion of REGCOM/Installation CO, MWR, or NEX, operation of amusement machines is authorized.

g. Slot Machines Outside U.S. Operate military service-owned slot machines on Navy MWR food and beverage activity premises outside the U.S. as authorized in Chapter 23.

h. Art Auctions. Concessionaire services contracts for art auctions must require the vendor to show proof of insurance which protects their inventory from damage.

14 Jun 2013

i. Fashion Shows. Concessionaire services contracts for fashion shows must require the vendor to show proof of insurance which protects their inventory from damage.

j. Cover Charges. Navy MWR food and beverage activities may establish a cover charge for entertainment or other special programs and services.

2121. Unauthorized Activities and Services. The following activities and programs are not authorized in Navy MWR food and beverage activities:

a. Prime Cost Functions. Prime cost functions are not authorized in Navy MWR food and beverage activities.

b. Sale of Packaged Distilled Spirits or Wines Intended for Off-Premises Consumption. Sale of packaged distilled spirits or wines intended for off-premises consumption is not authorized.

c. Introduction of Food and/or Beverages into MWR Food and Beverage Activity. Introduction of food and/or beverages into an MWR food and beverage activity by any person or organization except for wedding and other ceremonial cakes is prohibited unless approved by management. A service charge for set-up, services, and clean-up may be required for such items.

d. Use of Coupons for Reduced Prices on Alcoholic Beverages. Coupons for reduced prices on alcoholic beverages will not be used.

e. Honor Bars. Honor bars are defined as unmanned facilities where patrons prepare, mix, and serve their own beverages. Installation COs need to be aware that honor bars are not sanctioned by MWR and MWR will accept no responsibility or accountability for these operations due to liability issues.

f. Hospitality Suites. NAF funds may not be used to operate/sponsor hospitality suites. NAF funds may be used to initially purchase food, beverages, and supplies; however, all costs must be recouped from participants.

g. Gambling Activities. See reference (a) and Chapter 23 on Gaming and Chapter 22 for Bingo.

h. Display of Merchandise. Display of clothing, furs, silver, china, crystal, or other merchandise by any commercial

14 Jun 2013

vendor or other group or individual is prohibited except as authorized in reference (g) for Concession/Percentage Contracts.

i. Sale of Bulk/Carton Tobacco Products. Sales are prohibited except where there is no NEX facility.

j. Vending Machines. NEX will operate vending machines unless otherwise authorized by NEXCOM and CNIC HQ (N9). A portion of vending machine profits will remain with the particular MWR food and beverage activity in which it was earned.

k. Showing of Movies. Exhibition of entertainment movies other than those provided by CNIC HQ (N923), Navy Motion Picture Services Branch, regardless of format (e.g., film, videotape and DVD), is prohibited in MWR food and beverage activities.

2122. Foodservice

a. Menu Planning and Nutrition. MWR food and beverage activity manager is responsible for developing nutritionally sound menus that reflect patron desires. Menus should offer:

(1) Foods that represent the image and desired atmosphere of the activity.

(2) Foods representative of the geographical location of the installation and of the ethnic groups participating in the MWR food and beverage activity.

(3) Children's portions and/or smaller size portions.

(4) A choice of foods based on assessment of patron desires, including healthy cuisine alternatives.

(5) Navy nutrition standards will be followed in all MWR Food and Beverage establishments. These standards are found: <http://www.nmcphc.med.navy.mil>.

b. Training. MWR Food and Beverage managers are responsible for providing ongoing, documented training to all employees. Food service employees and management must comply with safety/sanitation training per reference (d). Food service personnel must receive a minimum of four hours initial and four hours annual refresher sanitation training.

14 Jun 2013

c. Quality Assurance. Quality assurance of items prepared and served is the overall responsibility of the Food and Beverage Manager. Managers must ensure the safety of food items served by properly supervising the flow of food through the facility. A Hazard Analysis Critical Control Points (HACCP) plan should be in place. The seven principles or steps of a HACCP plan can be found in reference (d).

d. Operational Controls. Detailed cost systems and controls can be found in section 2103.

2123. Advertising. MWR activities must communicate their presence and availability of goods and services they offer to as many potential authorized patrons as possible. Chapter 6 provides details.

2124. Promotions. Promotions are incentive-oriented programs designed to increase sales or services of an MWR activity or the sponsor of the promotion.

a. Outside promotions designed to increase sale of a product or service offered by the agency or vendor may be conducted in the MWR food and beverage activity providing they meet the following provisions:

(1) Direct costs of the promotion will be borne by the promotion sponsor.

(2) Any special event conducted at the same time as the promotion will be made available to all eligible patrons.

(3) All arrangements concerning the promotion will be via written correspondence. Sponsors seeking authority to conduct promotions must submit a written request to the MWR food and beverage activity in advance of the event. Any difference between the regular selling price and the promotional selling price will be reimbursed to the MWR food and beverage activity by a check from the sponsor.

(4) While Navy MWR food and beverage activities are authorized to accept promotional items of minimal value such as clocks, lights, signs, oversized bottles, and decanters, acceptance of such items should be held to a minimum consistent with the decor of the facility and good taste. Promotional items may not be given to employees or their family members. To prevent accumulating a large inventory of such items, the manager is authorized to dispose of these items as door prizes.

14 Jun 2013

Disposal through a drawing is authorized provided all authorized MWR food and beverage patrons are eligible for the drawing at no cost to them and that employees of the activity and their dependents are not eligible to receive any of the items.

b. Complimentary Items. In keeping with private industry business practices, MWR food and beverage managers or designated representatives may extend complimentary food and beverage items to individually selected patrons when, in management's opinion, this act of goodwill promotes the MWR food and beverage activity and contributes to better customer relations and satisfaction (e.g., recognition of loyal patronage or support, remedy of a complaint). Consideration will not be extended to private or special interest groups and is apart from established outside or inside promotions. Management will ensure that proper safeguards are in place to control expenditures. A written record of all transactions will be maintained, i.e., signed guest check or memorandum, and such expenditures charged to the advertising and promotion account.

c. Approval of Other Events. Commercial sponsorship and promotional events not meeting the previously described requirements must be approved by Installation CO or Installation N9 with assistance of legal counsel.

2125. Quick Service Restaurants, Snack Bars and Fast Food

a. Services Provided. The sale of prepared foods, food products, soft drinks, beer, wine, and premixed commercial drinks or on-premise consumption as well as the sale of snacks such as candy, gum, nuts, and other food items are permitted. Following the provisions of reference (h), sale and consumption of all alcoholic beverages by the drink is authorized in golf course clubhouses and bowling center lounges, subject to approval by the REGCOM/Installation CO.

b. General Operating Instructions. Programs should be financially self-sustaining and meet the financial and operating standards and guidelines contained in Chapter 25.

2126. Service Charge. A service charge is a mandatory charge approved by the Installation CO and added to the patron's bill or party contract. The patron must have prior knowledge of the policy. Distribution of service charges to employees will be consistent with the guidance provided in reference (i).

14 Jun 2013

2127. Management Responsibility. In addition to the overall supervision of MWR food and beverage activity operations, management is specifically responsible for the following:

- a. Attaining planned operating results.
- b. Establishing appropriate operating hours.
- c. General appearance and sanitation of spaces.
- d. Indoctrination and training of employees.
- e. Establishment and maintenance of acceptable standards of food and beverage quality and service.
- f. Safeguard of departmental equipment, funds and inventory.
- g. Compliance with financial and operating standards and guidelines, including ensuring accountability of all assets is maintained, as set forth in chapter 25.

2128. Menus. Menu development should focus on customer driven needs that are cost effective, value oriented, and demonstrate the ability to maximize profitability of the food and beverage offerings. Healthy and nutritionally balanced options shall be made available.

2129. Safety Requirements. Employees will be familiar with the station fire bill and will comply with all regulations issued by the fire marshal. It is recommended that at least one CPR-certified staff member be available on-site during operating hours. In accordance with reference (j), a heat stress program will be in effect with appropriate logs, forms, and reports maintained.

2130. Sanitary and Storage Requirements. Management will cooperate fully with station medical officer to maintain high sanitary standards. Sanitation inspections of food and beverage facilities will be carried out at least monthly by appropriate medical department personnel per reference (d).

2131. Flag Messes Ashore. See reference (c).

2132. Rations-In-Kind (RIK) Feeders

14 Jun 2013

a. Purpose. To provide high quality essential meal service for RIK Sailors and other patrons, efficiently, at the least cost while maximizing benefits from quality of life initiatives.

b. Regulations

(1) Requests to establish RIK Feeders will be routed through the CNIC HQ (N923) office for NAVSUP coordination and approval. Once approved, a Memorandum of Understanding (MOU) will be signed delineating responsibilities.

(2) For providing such services, local MWR Department shall be compensated for RIK. Requirements for compensation will be spelled out in the MOU per the standards as defined by CNIC N923.

(3) The annual audit of the RIK program will provide recommendations for improvements to the Installation CO. Audit results will be sent to CNIC HQ (N923) via the chain of command.

2133. Financial Standards and Pricing Policies

a. Profit Goals. See Chapter 25 for operating and financial goals for MWR business activities.

b. Operating Subsidy. It is Navy policy not to subsidize the operation of MWR food and beverage activities. In those instances in which an MWR food and beverage activity is failing to maintain self-sufficiency, Regions/installations will closely review the circumstances and report to CNIC HQ (N923) on any proposed corrective action. Such a report will include comments on those circumstances beyond the control of the local command, alternative sources of services (i.e., other MWR food and beverage activities and/or commercial alternatives), competition from other operations, and justification, if any, for the continued operation of the activity.

c. Unwarranted Competition. The Installation CO or cognizant command authorities are expected to take positive and continuing action to limit unwarranted competition among food and beverage activities on installations under their cognizance.

d. Pricing Policies. Selling price for goods and services will be at least enough to defray the direct cost of merchandise, services, and operating expenses connected with each sale made by the activity and to produce required overall

14 Jun 2013

gross and net profit margins. No merchandise may be given away or sold for less than cost. Funds will not be used to finance official entertainment, free parties or reduced-rate parties for any person or group. Consistent with the above, reduced bar (to include non-alcoholic beverages) and/or food prices for happy hours in which all patrons may participate, are authorized.

2134. Physical Inventory Requirements. Following physical inventory requirements will apply:

a. Fixed Assets. Annually.

b. Food and Beverage Resale. Monthly (Prepaid & Resale) or more frequently if necessary to achieve the required results. In some cases, it may be necessary to inventory certain key items on a daily basis. The first-in-first-out (FIFO) method of inventory valuation is prescribed. For activities maintaining computerized inventory records, a weighted average method of inventory is authorized.

c. All Other Resale and Prepaid Items. Quarterly.

2135. Internal Control Procedures. See Chapter 2.

2136. Credit/Debit Sales. Credit card transactions are to be authorized and settled using the centralized merchant processing contract. MWR accepts Visa, MasterCard, Discover, and American Express. Credit cardholder data shall be secure and protected.

2137. Taxes

a. Federal Occupational Taxes. Activities engaged in the sale of alcoholic beverages must pay the annual occupational tax for retail liquor dealers. One tax payment is required per NAF activity. Multiple locations (i.e., all the MWR food and beverage activities) within the NAF activity are covered by the single payment. This tax is applicable within the U.S. only.

b. Excise Taxes on Alcoholic Beverages and Tobacco Products

(1) Federal Taxes Paid Indirectly

(a) Federal excise taxes on alcoholic beverages and tobacco products must be paid by the person upon whom taxes are levied, although the articles or services may be furnished for the use or sale in an MWR facility.

14 Jun 2013

(b) Exemptions from such taxes apply when goods or articles are sold for exportation from the United States. For purposes of the manufacturer's excise taxes and the tax on cigars, cigarettes, and cigarette papers and tubes, an exemption may be obtained where the sale by the manufacturer is for export to a foreign country or for shipment to Puerto Rico, the Virgin Islands, or to a possession of the U.S. However, in the case of distilled spirits, wines and beer, as provided by 26 CFR 252.11 (Internal Revenue Bulletin, 1965-2), shipments to Puerto Rico, the Virgin Islands, American Samoa, Guam, the Panama Canal Zone, Kingman's Reef, the Midway Islands, or Wake Island are treated as exportations as well as shipments to foreign countries (IRS Rev. Rul. 65-182, I.R.B. 1965-29, 14).

(2) State and Local Excise Taxes

(a) Alcoholic beverages are not subject to State and local excise taxes.

(b) Tobacco products free of State and local taxes may be sold in MWR food and beverage activity facilities to authorized personnel under the restrictions in section 2121. The MWR activity is required to pay an annual retail tax stamp as described in ATF P5107.2 (11-75). All MWR food and beverage activities must comply with the regulations outlined in ATF P5107.2 (11-75). Copies are available without charge from Regional Directors of the Bureau of Alcohol, Tobacco, and Firearms, Department of the Treasury.

2138. Alcoholic Beverage Service

a. Definition. The term alcoholic beverages will include beer, wine, and distilled spirits. The term does not include non-alcoholic beers and wines.

b. Policy. Reference (h) provides for the introduction, possession and use of alcoholic beverages at naval activities. Availability of alcoholic beverages on Navy installations will be comparable to the availability in the local community consistent with the overriding need for military readiness, discipline, and community safety. In meeting this objective, the following considerations will govern the sale, purchase, possession, and consumption of alcoholic beverages:

(1) Alcohol De-glamorization. Programs and practices relating to the sale, possession, and consumption of alcoholic

14 Jun 2013

beverages on Navy installations that glamorize the use or abuse of alcoholic beverages are prohibited.

(2) Alternatives. MWR food/beverage and entertainment operations will offer a balance of programs and services to encourage positive lifestyles for patrons, their families, and other authorized patrons. These will be in the form of quality food and beverage programs and recreational activities.

(3) Package Store. Package stores are under the control of NEXCOM. Package stores specifically authorized to be operated by MWR will operate under all pertinent NEX package store regulations and instructions.

c. Cooperation with Regulatory Authorities. DON will cooperate with all duly constituted regulatory officials (local, State and Federal) assigned duties related to the control of alcoholic beverages. This policy of cooperation is not to be construed or represented as an admission of any legal obligation to submit to State or local control in any manner.

d. All MWR activities retailing alcoholic beverages in 50 United States and the District of Columbia are required to obey the Bureau of Alcohol, Tobacco, and Firearms Regulations applicable to retail dealers in alcoholic beverages. Management will obtain and observe the provisions of the Bureau of Alcohol, Tobacco and Firearms Publication No. ATPF 5170.2 (8-89) "Liquor Laws and Regulations for Retailer Dealers."

e. Authorization for Sale. Subject to restrictions stated in section 2140, the following applies:

(1) Outside the United States. Upon request and where there are no agreements to the contrary, the CNO or commanders designated by the CNO may authorize the sale and dispensing of alcoholic beverages for on-premise or off-premise consumption.

(2) Within the United States. CNO or commanders designated by the CNO may authorize within the United States (the 50 States and the District of Columbia) the sale and dispensing of:

(a) Beer in Navy MWR food and beverage activities for on-premise and/or off-premise consumption. Sale for off-premise consumption is authorized only when the NEX cannot provide the service. In order to ensure proper control for off-premise consumption, sales will be limited to six-pack

14 Jun 2013

containers and made over the bar only as bar sales. Selling price of beer for off-premise consumption will be no less than the NEX price for the identical item. MWR food and beverage activities are also authorized to sell keg beer for off-premise consumption. Keg beer sales made by MWR food and beverage activities will be counted as bar sales. All MWR food and beverage activities engaged in the sale of beer for off-premise consumption will use the same procurement source when purchasing the same products.

(b) Other alcoholic beverages in MWR food and beverage activities are limited to sales by the drink for on-premise consumption. MWR food and beverage activities may include wine or wine coolers for specialty sales, e.g., off-premise picnic baskets or tailgate party kits.

(c) Beer, wine and distilled spirits by the drink in areas designated by the Installation CO for occasional command entertainment or organized social functions.

f. Minimum Age for Consuming Alcoholic Beverages

(1) General. Per reference (h), sale, purchase, possession, and consumption of alcoholic beverages on Navy installations shall be restricted to personnel 21 years of age and older in all 50 U.S. States and U.S. Territories. In foreign countries in which the installation is located, the drinking age will conform to the legal age set by the host country. In the absence of any local law the minimum drinking age shall be 18 years for active duty military personnel.

(2) Exceptions. Except as specifically authorized in the alcohol policies under reference (h), the sale, purchase, possession, and consumption of alcoholic beverages within any military installation or vessel under naval jurisdiction is prohibited.

(3) Patron Identification. Positive systems of patron age identification will be in place. Hand stamps, wrist bracelets, and identification checkers at MWR food and beverage activity entrances are encouraged, especially in MWR food and beverage activities patronized by junior enlisted personnel.

g. Employment of Personnel in the Dispensing of Alcoholic Beverages

14 Jun 2013

(1) Age. No person will be employed as a bartender or in any other capacity involving the selling or dispensing of alcoholic beverages when State law, because of age, prohibits such employment in civilian establishments.

(2) Training to Prevent Alcohol Abuse. Alcoholic beverage servers shall receive annual training in preventing alcohol abuse. The only recognized source for this annual training is through the Alcohol Server training program contracted and provided by CNIC HQ (N94). Such training includes, as a minimum, understanding and recognizing intoxication, monitoring alcohol consumption, intervention techniques, and identification of minors. Certification of completion will be documented in the employees Official Personnel File (OPF).

h. Control Instructions

(1) General. REGCOM/Installation CO will regulate the possession, sale, and consumption of alcoholic beverages within their commands and will issue detailed alcoholic beverage control instructions to include guidance on the proper disposal and reconciliation of out-of-date/expired alcoholic beverages. The instruction will also include the number of happy hours that may be conducted in local MWR food and beverage activities. The instruction will conform to applicable local laws to the extent that such laws are consistent with Federal law and policy and, in foreign countries, with international agreements. These instructions will also conform to the following specific provisions:

(a) Minimum age of persons for the purchase, possession or consumption of alcoholic beverages on the installation will be set forth per section 2138.

(b) Sale of packaged distilled spirits is restricted to the NEX, except at installations where there is no NEX store.

(2) MWR Operating Standards. REGCOM/ Installation CO will ensure that MWR activities establish operating standards that do not glamorize or promote overindulgence of alcoholic beverages. Designated driver programs should be encouraged. MWR activities, including food and beverage activities, will promote functions that contribute to maintaining esprit de corps, morale, health and readiness. While recognizing that the choice of consuming alcoholic beverages is a matter of individual patron responsibility, moderation and responsible use

14 Jun 2013

will be encouraged at all times. In support of the foregoing, the following restrictions pertain:

(a) Soft drinks, coffee, non-alcoholic beverages, and quality foodservice will be available in all bar, lounge, and other alcoholic beverage retail outlets engaged in alcoholic beverage sales by the drink. For this purpose, quality foodservice is defined as having a menu available for on-premise dining or snack bar service; either cooked or prepared on site; at a minimum, such foods as hot/cold sandwiches, salads, pizza or other quick-service items for consumption in the bar/lounge area. Menu items delivered from an adjoining site/kitchen is permitted. Bar snack food items such as popcorn, peanuts, or chips are not considered "quality foodservice."

(b) Serving alcoholic beverages to anyone who is, in the opinion of the serving person or management, intoxicated is prohibited.

(c) Alcohol drinking contests are prohibited.

(d) Activities will not engage in "last call" and other countdown techniques designed to promote last minute alcohol sales.

(e) Stacking of alcoholic drinks for individual patrons is prohibited.

(3) Other areas prescribed for command actions to comply with the spirit and intent of alcoholic beverage control instructions include, but are not limited to, the following:

(a) During special promotions the price of soft drinks will be reduced by the same percentage as alcoholic drinks.

(b) Individuals who abuse alcoholic beverages will be cautioned that privileges are subject to revocation. Where evidence of abuse exists, privileges may be revoked pending reinstatement by the Installation CO.

(c) Alcoholic beverages may not be given away free of charge. For sampling type events such as wine tastings, the alcoholic drinks must have an associated charge.

(d) Alcoholic beverages tied into foodservice, promotional endeavors, or group functions will be priced

14 Jun 2013

separately from the other items of services so those who prefer not to drink are not required to subsidize the costs associated with serving alcoholic beverages. Show both the price of the function or meal, including the alcoholic beverage, and the price of the function or meal, without the alcoholic beverage. An exception may be permitted when the including of beer or wine may be an integral or traditional part of the event, e.g., champagne with brunch or beer with an "Oktoberfest." In such cases, show that the price includes a choice of the alcoholic beverage or a non-alcoholic beverage.

(e) At ship's parties, picnics, special promotions, "wetting down" parties, private parties and similar occasions held in MWR food and beverage activities, moderation in consumption of alcoholic beverages will be encouraged. The desires of those who choose not to indulge in alcoholic beverages will be respected.

(f) Key command personnel (REGCOM/Installation CO, command duty officer, command master chief) will visit MWR food and beverage activities to monitor compliance.

2139. Personnel Administration. See references (a) and (i).

2140. Procurement. Policy and procedures for the procurement/contracting of MWR supplies, equipment, or services with NAFs are contained in reference (g).

a. Special Procedures for the Purchase of Food. Each MWR food and beverage activity or MWR purchasing office will make a marketing spreadsheet listing the prices of vendors for each item purchased. Spreadsheets will be prepared as often as necessary to ensure all products are purchased at the best price or value, i.e., quality, timeliness of delivery, vendor service record, etc. Purchases of meat, fresh produce, and grocery items will be made from this spreadsheet, which becomes a required document for local and other audits. The spreadsheet, if maintained properly, will satisfy requirements of reference (g). An exception to reference (g) is that activities may purchase against the Army Prime Vendor contract instead of maintaining spreadsheets. Army Prime Vendor contract order sheets will be kept for audit purposes.

(1) Food Inspection. All meats (beef, veal, lamb, pork), meat products, poultry, and seafood delivered to all MWR food and beverage activities will have been inspected and passed by the U.S. Department of Agriculture (USDA). U.S. Army or U.S.

14 Jun 2013

Air Force Veterinary Corps or the Navy Medical Corps officer (or his/her representative) will inspect these foods originating outside the U.S. when USDA inspection services are not available. This inspection will be indicated by a stamp "U.S. Inspected and Passed" on the meat itself or on the package. Inspections by other agencies (State or local) are not acceptable unless they are at least equivalent to inspections performed by the USDA. Reference (d) should be used as a guide for food supplies inspection requirements.

(2) Approved Sources. MWR food and beverage activity will contact the nearest Army Food Procurement Activity and get a list of sanitarilly approved food establishments. Food will be purchased only from approved sources.

b. Purchase of Alcoholic Beverages

(1) Sources. DoD and Navy policies provide that alcoholic beverages procured for Navy NAF activities be purchased in a manner and under conditions that will result in the most advantageous procurement, price, and other factors considered. Sources of supply include the NEX and local vendors. NEX will sell to Navy MWR food and beverage activities at landed cost, i.e., no mark-up or service/administrative charge. Procurement of alcoholic beverages from other than the low offerer must be justified as required by reference (g).

(2) Volume Procurement. Alcoholic beverages will be procured in the most economical manner feasible, including consolidation of the requirements of individual MWR food and beverage activities to gain the full benefit of volume procurement. Economies achieved through volume procurement practices are shared by each participating activity at the installation. Such procurement practices should identify the most economical source of supply and distribution methods, such as drop shipments.

2141. Facilities Maintenance. Information and procedures for facility construction/repair initiatives are available in reference (k).

2142. Fire Prevention Inspections. All MWR food and beverage activities are to be inspected for fire hazards by either the fire department or designated management personnel prior to securing the building. The inspection program should be the responsibility of the fire chief. Where management personnel are used, the fire chief should instruct them in the recognition

14 Jun 2013

of fire hazards, provide a suitable fire hazard check-off list, closely monitor the program by requiring a telephone report at closing, and provide spot inspections at least monthly.

2143. Market Analysis. MWR services and products shall be determined by the market as measured by sales/profit, market research, patron affordability, and the ability to maintain financially viable operations. A market analysis is a documented investigation of the market that is used to inform an operation's planning activities particularly around decisions of inventory, purchasing, menu planning, labor expansion/contraction, facility expansion, purchases of capital equipment, promotional activities, and many other aspects of the operation.

Chapter 22

BINGO

Ref: (a) DoD Instruction 1015.10 of 6 July 2009
(b) DoD Directive 5500.07 of 29 November 2007
(c) DoD 5500.7-R of 1 August 1983

2201. General. Bingo is only authorized on board naval shore activities and vessels when operated by or for Navy MWR activities.

2202. Playing of Bingo. Reference (a) authorizes playing of both paper and electronic bingo in MWR activities on naval installations within the U.S., its territories and possessions that are fully ceded, subject to the provisions of references (b) and (c). The playing of bingo is also authorized in MWR activities on those installations that are not fully ceded where the playing of bingo is allowed within the local civil jurisdiction, State, territory, or possession. Bingo also may be played at installations in foreign areas when not prohibited by host-country laws or agreements, or implementing guidance from the REGCOM concerned.

a. Participation in bingo playing is limited to authorized patrons, and their family members and authorized guests. The following personnel and their immediate family members at the facility hosting the bingo may not participate in bingo playing or accept related prizes: MWR directors/program managers, food and beverage directors and coordinators, direct line supervisors and employees of the facility hosting bingo (whether on or off duty), and volunteers serving as bingo callers, verifiers, and monitors. Installation COs, or Officers-in-Charge may impose additional local eligibility restrictions. Employees or volunteers of one MWR activity may participate in bingo sponsored by another MWR activity if otherwise eligible.

b. Sponsors shall sign in all guests prior to the purchase of bingo cards.

c. Bingo prizes may consist of cash or merchandise.

d. At a minimum, bingo operations are expected to be cost neutral, that is, to break even after off-setting all operating and prize expenses against revenues on an annual (fiscal year) basis. Bingo operations operating at less than this threshold are subject to MWR Red Flag reporting.

14 Jun 2013

e. REGCOMs and/or Installation COs may establish appropriate prize amount limits/standard prize amounts for all bingo games. REGCOMs/Installation COs must be sensitive to local community perceptions and use proper judgment regarding the type and size of bingo prizes awarded. Progressive Jackpots are authorized. A Region may conduct its own progressive jackpot if the REGCOM and all Installation COs of that Region are in agreement.

f. When there are multiple winners of a single prize, the cash will be divided equally among all winners. Unless otherwise agreed to in writing by multiple winners, merchandise prizes will be awarded to the winner of a coin toss.

g. The activity hosting bingo must maintain detailed financial records of the bingo revenues and all prizes paid. Bingo winners will sign their names and personal identification data on the bingo activity sheet before receiving prizes. If the winner is an authorized patron's sponsored guest, the sponsor's name will also be recorded. One-game bingo winnings of \$1,200 or more will be reported on IRS Form W-2G. The Form W-2G need not be completed when a foreign national wins \$1,200 or more from bingo conducted in a foreign area, and the foreign national completes an IRS Form W-8, Certificate of Foreign Status, to be retained at the installation where the bingo was conducted.

h. Bingo may be included in MWR advertisements. Distribution of advertising material may be made through the U.S. Postal Service when the playing of bingo is authorized in the State, territory or possession in which it is conducted.

i. Cash received from bingo card sales will be controlled by using visual or kick-out tape cash registers along with colored, double-roll, theater-type tickets, or pre-numbered, two-part guest checks. All bingo cards (regular, throwaway, or punch-out) will be pre-numbered, and any missing cards will be reported for MWR management attention.

j. When theater-type tickets are used, the bingo cashier will give the purchaser a ticket (for the door prize) for each card purchased. One ticket color will represent cards selling for one price. When cards are sold in multiples at a special price, another color of ticket will be chosen and a ticket given for each card sold. The cashier will retain one ticket for control purposes and for use in door prize drawings. Bingo

14 Jun 2013

cards must be date stamped or an equivalent method used to verify date of purchase. These procedures will apply when bingo cards are not issued in numerical order.

2203. Electronic Bingo. Any device, apparatus, or scheme which allows a player in any bingo activity a material advantage over other players is against Navy policy. The restriction of such devices is in the best interest of all players. Electronic bingo card marking devices (often referred to as daubers) are deemed to provide a player a material advantage unless operated in accordance with subsection 2203.c. below. The following definitions, restrictions, and standards apply to such devices:

a. Electronic bingo systems are any mechanical, electronic, electromechanical or computerized device, including related hardware and software that interfaces with or is connected to equipment used to conduct bingo, and which allows a player to store, display, and mark the face of an electronic bingo card. All electronic bingo cards sold or to be sold through an electronic bingo system shall at all times be stored in a database at the location conducting the bingo and be made available for inspection. The electronic bingo systems must provide a player receipt for each transaction containing, at a minimum, the date, transaction information and record number, and an account or device identification number. Where bingo is authorized, linked electronic bingo games may be used to permit players in a defined geographic area within an installation or Region the ability to play the same bingo game simultaneously in real-time.

b. Management representative(s) may examine and inspect any electronic bingo device and related system. Such examination and inspection shall include immediate access to the device and unlimited inspection of all parts and associated systems and may involve the removal of equipment from the game premises for further testing upon notification to the system supplier.

c. Electronic bingo devices store electronic bingo cards purchased by a player, and provide a means for players to play electronic bingo cards by marking and tracking numbers or symbols called by the MWR bingo caller or by the bingo calling system. Electronic bingo devices may be used by players in bingo games when operated in the following manner:

(1) Each number or symbol called by the MWR bingo caller or bingo calling system will be inputted into an electronic bingo device as each number or symbol is called. The numbers or

14 Jun 2013

symbols called may be inputted to the device by the player or marked automatically in the electronic bingo device as long as all electronic bingo cards in play are marked sequentially as the bingo numbers or symbols are called.

(2) The electronic bingo device must notify the player when a bingo occurs. It is the player's responsibility to declare bingo or claim a winning prize.

(3) The electronic bingo device must identify the winning card(s) and display the card(s) to the player and/or the MWR bingo verifier.

d. All electronic bingo devices shall be rented or otherwise provided to a player only by an authorized MWR activity. No part of the proceeds from the rental of such devices shall be paid to an MWR manager, employee, agent or members of their immediate family.

e. Winning cards on electronic bingo devices shall be verified according to standard bingo verification practices.

f. A defective electronic bingo device may be exchanged for a functioning device, provided that the defective unit is deemed inoperable by a manager and the original transaction (identified on player receipt) is substituted for the replacement unit. In replacing a defective unit, the player's current account information will be issued to a replacement unit.

g. Electronic bingo card devices must:

(1) Be manufactured by licensed manufacturers.

(2) Be sold, leased, and serviced by licensed distributors or manufacturers, provided that operators may perform routine maintenance on devices under their control.

(3) Not be capable of accessing the electronic computer system that operates and controls the dauber units or cards stored in the electronic database in any manner that would allow for alteration of the program, dauber units, or electronic bingo cards.

h. Management determines the maximum number of electronic bingo card faces per game that players are allowed to play.

14 Jun 2013

i. Electronic bingo devices shall not be reserved for any player. Each player shall have an equal opportunity to use the available devices on a first-come, first-served basis. The exception to this rule is "Bingo Tournament" play, where a finite number of units may be reserved in advance for a special event 'bingo tournament'.

2204. "24-Number Bingo". "24-Number Bingo" (also known as 'Quickshot Bonanza Bingo') is not authorized for play in Navy MWR bingo programs.

2205. Speed Bingo. Speed Bingo numbers are drawn from a traditional bingo blower and announced by a live caller or from a random number generator.

a. Using an electronic unit for speed bingo, a player must at a minimum:

(1) Touch the screen/unit to confirm pre-purchased cards (for session and game) and/or purchase additional cards.

(2) Touch the screen/unit/separate button to daub each number called. Where manual daubing is used, Managers may authorize a "catch-up" button to be used. A "catch-up" button is one that will mark all previous called numbers for the current game. This will allow newer players the opportunity to ensure they do not miss entering a number. Automatic daubing is authorized only by manager's approval.

(3) Touch screen/unit to submit/register a bingo win.

b. Prizes or prize money for Speed Bingo are traditionally determined as a percentage of gross revenue from each game. When accounting is managed by an electronic bingo system, full game by game audit detail must be recorded and permanently stored.

Chapter 23

GAMING DEVICES

Ref: (a) DoD Instruction 1015.10 of 6 July 2009
(b) DoD 7000.14-R, Volume 13, Chapter 3 of November 2010

2301. Gaming Devices

a. Policy. Policy and procedures for operation of gaming devices at authorized Navy installations can be found in references (a) and (b). Gaming devices are defined as coin-operated or electronic devices which pay off in cash or something of value as the result of an element of chance. The justification for gaming devices is based upon the need to provide an additional form of entertainment under a controlled environment.

b. Authority

(1) Within the U.S. and Its Possessions. The transportation of slot machines and other gambling devices within the U.S. and its possessions, is prohibited under Federal laws affecting interstate commerce, 15 U.S.C. §1571-1578 (the "Johnson Act"). The prohibition is subject to exceptions, such as (but not limited to) where the receiving State has enacted a law providing for exemption of the State from the provisions of 15 U.S.C. §1572. The effect of regulating the transportation of gambling devices in interstate commerce is to render illegal their existence in a State unless an exception applies. All questions concerning the establishment of gambling devices aboard an installation should be referred by MWR personnel to the assigned Office of the General Counsel (OGC) or Judge Advocate (JAG) supporting the installation in question.

(2) Outside the U.S., Its Territories, and Possessions. On 23 March 1959, the Secretary of the Navy authorized slot machines (gaming devices) at overseas installations where not in violation of U.S. laws, Status of Forces Agreements (SOFA), or local laws. Approval for amusement and/or recreational machines at locations outside the 50 United States and its territories and possessions also is authorized by reference (a).

(3) Gaming devices may be operated only when specifically authorized. CNIC HQ (N9) is the designated agent of the CNO for gaming device matters in the Navy, and will approve/disapprove requests to initiate gaming device operations. The local activity will retain its authorization letter indefinitely in

14 Jun 2013

readily accessible files. CNIC HQ (N9) may rescind the authorization to operate gaming devices either temporarily or permanently for noncompliance with current policy. The exercising of the authorization for gaming device operations will at all times at the option of the REGCOM/Installation COs or higher authority.

c. Ownership

(1) Unless authorized by CNIC HQ (N9), only gaming devices that are the property of Navy MWR will be operated on Navy installations. With approval from CNIC HQ (N9), machines may be installed in any authorized MWR activity. Since gaming devices are considered recreational devices, ownership by other than MWR activities is not authorized.

(2) Unless authorized by CNIC HQ (N9), maintenance contracts with private firms, rented, leased, or concessionaire-owned gaming devices are prohibited. Installment purchases or any arrangement other than outright cash purchase to circumvent this prohibition are not authorized. Offer of a new model machine for trial purposes requires prior permission from CNIC HQ (N9). Any exceptions will be subject to all the regulations, restrictions and conditions of this instruction.

d. Action. REGCOMs/Installation COs having inspection responsibility for naval activities will administer and operate gaming devices per the provisions of this instruction. Should any implementing instructions or supplemental directives be issued, a copy will be forwarded to CNIC HQ (N9) and chain of command as appropriate. Additionally, CNIC HQ (N923) will be advised of incidents involving the diversion or loss of assets, substantive deficiencies and mismanagement of gaming device operations in MWR activities.

e. Record Keeping. The Army's Recreational Machine Program (ARMP) accounting system is authorized for installations contracting with Army to provide gaming devices. Bally's MCC accounting system is authorized to be used in record keeping for installations operating gaming devices in-house. All other accounting systems must be approved in advance by CNIC HQ (N9).

2302. Procedures for Establishment, Operation, and Administration of Gaming Devices. Only gaming devices approved by CNIC HQ (N9) will be purchased and operated at Navy MWR activities. CNIC HQ (N9) will consider prices, quality of

14 Jun 2013

equipment, and availability of parts and services in determining the manufacturer or vendor and will initiate procurement action on behalf of the activity. Purchasing will follow provisions of this instruction. Navy activities are not authorized to procure gaming devices directly from the manufacturer, vendor, or any other activity.

a. Authorized activities desiring to purchase either new or used gaming devices will advise CNIC HQ (N923) of the number of machines being considered and will request the latest price quotation. Upon receipt of the latest price quotation, the activity will submit request via letter or e-mail for the number of machines desired. Per reference (b), Navy activities are required to pay for merchandise once delivered to the overseas terminal for transshipment and a receipt is subsequently provided indicating proof of delivery. The request must provide CNIC HQ (N923) with the following information: Indicate model number; coin denomination; game type; quantity; electrical specifications (Hertz/Voltage/Phase); and authorization to charge its Central Fund Bank Account to pay the vendor when documentation is presented indicating the machines have been delivered to the designated overseas shipping point. Cost for each order may include packing, shipping, installation, software license fees, maintenance fees, training, and any miscellaneous expenses.

b. CNIC HQ (N923) will contract for the machines on behalf of the activity and advise the activity of any variance between the latest price quotation and the contract price prior to issuing the contract. The activity will then set aside sufficient funds to cover the cost of the machines.

c. Spare parts and conversion kits will be procured only from authorized manufacturers or their representatives. Electronic parts may be procured locally if more readily available (e.g., chips, lights, transistors, etc.). CNIC HQ (N923) is to be advised of any significant difficulties in obtaining spare parts for gaming devices.

2303. Specifications

a. Unless authorized by CNIC HQ (N9), machines will be limited to those using United States currency.

b. All gaming devices will be set to the prescribed Navy payback range of 90-93 percent (plus or minus 1 percent) return to players of total money played.

c. Minimum meter requirements for Navy gaming devices are as follows: Bills played, which counts the number of credits played; winner paid (win meter), advises the player of the number of credits paid as a result of hitting a winning combination; credits, advises the player of the number of credits stored in the machine; total bills to bill stacker, which counts the number of bills that have gone to the cash box.

d. All meters except the win meter will be the five or six digit (99,999 or 999,999) and repeat, non-reset type. These meters will not be tampered with or rendered inoperative. Any machines in which a meter (including the win meter) becomes inoperative or malfunctioning will be placed "out of order" until satisfactorily repaired/replaced. Win meter will be a three or four-digit type meter visible to the player to indicate the number of coins paid on a winning combination. Win meter will automatically reset with each handle pull/spin.

e. Both casement and machine stand doors will be equipped with one lock. Any machine in which required locks become inoperative or malfunctioning will be placed "out of order" and all money removed until satisfactorily repaired/replaced.

f. An award glass showing the payouts will be displayed on the machine. This is shown either on the display glass or video screen depending on the type of machine.

g. The maximum jackpot payout is \$5,000 exclusive of bonusing features. Navy installations operating gaming programs under cooperative agreements with other Services (Army or Air Force) may use limits imposed by those Services gaming programs to ensure Navy customers have access to the newest games and upgrades, and to promote efficiencies in program operation.

2304. Transportation

a. Gaming devices as covered by 15 U.S.C. §1171-1177 (Gambling Devices Act of 1952, as amended in 1962), may be legally transported using U.S. Government transportation (surface or air) or American Flag vessels from the transshipment point in the United States to their overseas destination.

b. Gaming devices may be returned to the manufacturer using U.S. Government transportation (surface or air) or American Flag vessels to the port or terminal of entry.

14 Jun 2013

c. Gaming devices may be transported from one overseas installations to another overseas installation where authorized, using U.S. Government transportation (surface or air) or American Flag vessels.

d. All containers, packages, etc., containing gaming devices are required by law (Title 15 U.S.C. §1174) to be clearly labeled or marked with the name, address of the shipper, and of the consignee, and the nature of the article or the contents on the outside of the container or package.

e. Gaming devices cannot be shipped to the United States or area of Federal jurisdiction where such devices are not legal.

2305. Regulations for Play

a. To ensure minors do not play gaming devices the machines should be located in a room separate from other activities. If this is not practical, they must be located in an area where accessibility is restricted to adults only and MWR staff has line of sight to observe the gaming devices.

b. Signage shall be posted in each facility where gaming devices are located informing patrons of the following:

(1) No one under 18 years of age (excluding active duty personnel) is permitted in the gaming device room/areas.

(2) Financial management and gambling addiction services available locally.

c. Personnel prohibited from playing gaming devices are:

(1) Persons under 18 years of age (not including active duty personnel).

(2) MWR administrators exercising management control over the activity operating gaming devices.

(3) Game room cashiers during working hours.

(4) Gaming device technicians and performance record keepers employed by the command.

(5) Command observers on day of duty.

(6) Audit board members.

d. Guests of Authorized Patrons. Extension of privileges to host national guests outside of the categories set forth in local status of forces agreements must be approved by the host nation in order to be legally acceptable.

e. No objects (drinks, hats, coats, etc.) will be placed on top of a gaming device or in front of the glass.

f. In order to collect malfunction payments, the machine award must be visible for verification. A third party verifier must witness the malfunction (short pay) payment on any portion of a jackpot or credit cash out. Details must be recorded on appropriate line of the Malfunction Payment/Attendant Credit Payment Voucher.

g. Any person tampering, manipulating, using illegal objects, or using undue force on any machine will be refused further play and will be reported for disciplinary/administrative action.

h. If players are waiting, an individual may play only one machine at a time.

i. Playing privileges may be denied anyone based on misconduct or violation of the regulations of play.

j. All MWR personnel working in activities where gaming devices are located must receive annual training on the regulations for play and complete responsible gaming training. This training must be documented in the employee's official personnel file.

2306. Audit Board. REGCOMs/Installation COs will appoint a separate audit board for gaming device operations. The following applies:

a. Board will consist of at least two disinterested persons not involved in gaming devices or MWR operations.

b. Head of the audit board should be a member of the U.S. military and will have a working knowledge of gaming device controls as contained in this instruction.

c. Audits should be conducted monthly, but not less than quarterly. A copy of the report and working papers will be retained on file for 3 years.

2307. Identification Plates. All casements will have a permanently affixed indelible identification plate reflecting the manufacturers and NAF serial numbers. Plates should be located on these devices in a manner to provide ease of inventory and control procedures.

2308. Gaming Device Keys. Gaming device keys will be configured so as to require two separate sets of keys to gain access to the machine where money is located. There will be two sets of keys that will each contain only half the keys required for entry to the machine. There will be a third set of keys that will contain all the keys to allow access to the machine. This third set of keys is to be kept in a highly-secured location and access to this set of keys will require a significant degree of restricted access. Primary use of this third set of keys is to allow for immediate access to the machine for surprise auditing procedures as prescribed by the local audit board and to allow for back up keys as may be required by malfunctions and broken keys. Orders for replacement keys require CNIC HQ (N923) approval.

a. REGCOM/Installation CO will designate, in writing, the MWR manager overseeing the gaming device operation to hold, secure, and be accountable for the MWR activity's set of gaming device keys.

b. REGCOM/Installation CO will also designate, in writing, command duty officers or other designated officers to secure, transfer and be accountable for the command's set of gaming device keys. The term "officer" (command observer) as used here includes enlisted personnel, E7 and above, and civilian personnel, GS-7, NF-03 and above, or equivalent. Civilian command observers may not serve more than one year.

c. Distribution of keys will be as follows for machines that do not accept coins:

	Command Observer	MWR Activity
1. Casement Keys		X
2. Stand Keys	X	X
3. Cashbox Keys	X	
4. Reset Key	X	X

14 Jun 2013

Note: Machines may come with a malfunction reset key and power off key. Since these keys do not allow access to the interior of the machine, stand or cashbox, they may be retained within the activity to allow verifiers to reset or turn off malfunctioning machines. Technicians are not permitted to retain gaming device keys that would allow access to cashboxes.

d. Keys will be attached to key rings welded closed or sealed via tamper proof method. Separate key rings may be established for the various key types (i.e., casement key ring, cash stand right side key ring, etc.). However, all key rings will be secured together to aid in key control.

e. Keys will be issued at the time of coin collection, repair or installation of machine or special audit. Controls over the keys will be established by maintaining a record of the name, rate/rank, organization, and date of issue to the authorized command observer. The record will also state the specific purpose for the issue. The keys are to be transferred directly from the place of safekeeping to the place required by the specific purpose of the issue and returned.

f. REGCOM/Installation CO, Officer in charge, or the designated officer representative will retain a duplicate set of gaming device and game room keys to be used in case of emergency or surprise inspection. The gaming device audit board shall verify command retained keys and MWR activity key security lists at least semi-annually.

2309. Cash Collection

a. Cash collections shall be conducted as often as necessary but not less than once weekly. In addition, a cash collection shall be conducted on the last normal working day before the end of each month to ensure that income is credited in the appropriate accounting period. Cashiers of those gaming device operations with hand-paid jackpot machines are prohibited from participating in cash collections.

b. Command observer shall record each opening of a gaming device, verify the coin/bill count, and record all meter readings when machine casements are opened and prior to their closing. Two members of the MWR activity management or designated representatives and the command observer shall make the collection and verification of the funds removed from the gaming devices. While the command observer shall not actively participate in the cash collection, he or she shall verify the

14 Jun 2013

totals and record all necessary figures. Changes to original posting shall be made by both the command observer and a representative of activity management. A locally prepared check list should be made available to the command observer to assist in carrying out assigned functions.

c. Command observer shall:

(1) Ensure the security of the bill containers and that the bill count proceeds without interruption.

(2) Verify the bill counting meter on the coin/bill counting machine by counting 30 bill of each denomination prior to conducting the official count.

(3) Ensure the meter is reset to zero prior to the counting of each individual cashbox.

(4) Ensure bill count totals are recorded accurately.

(5) Ensure that a check list is followed.

d. Upon the completion of each individual machine cash count, all bills of a similar denomination shall be recounted. These cash counts must be entered into the Bally MCC system or the ARMP system to determine if a machine is over or short. Any discrepancies shall be investigated and noted.

e. Upon completion of each collection, the gaming device change fund, if one is used, should be reconciled and bills should be retained by the activity for future use. Funds from the collection shall be used to replenish malfunctions paid prior to the completion of the deposit.

2310. Maintenance

a. All gaming devices will be maintained, repaired, or overhauled by authorized repair personnel or representatives of the machine manufacturer. Only one maintenance or repair shop is authorized at each naval installation.

b. For coin-less machines, when a machine casement or stand is opened for routine inspections or on-site repairs and no money can be assessed while the technician is working on the machine no command observer is necessary. However, an activity representative must always be present when a machine is opened.

14 Jun 2013

c. Each activity will maintain an on-site repair log (locally prepared). Gaming device technician will record all maintenance work performed in the log and include location, number of machines, date, time, description of malfunction, corrective action taken, and the number of test plays conducted. Each entry, including all opening and closing meter readings, will be signed by the gaming device technician and witnessed by the activity representative. Machines unable to be repaired on-site will be placed out of operation and recorded in the activity logbook. Gaming device technician will transcribe, in summary form, the required information to the locally prepared maintenance history record.

d. A locally prepared schedule for maintenance/overhaul will be established. Minimum schedule for the various types of maintenance is prescribed in the manufacturer service manual.

e. During overhaul, the machine will be sufficiently dismantled to inspect, clean, repair, and replace all parts as appropriate and as prescribed by the manufacturer's preventive maintenance recommendations.

f. When a machine casement is removed from play, all money within the bill staker will be removed, counted, and secured.

g. A locally prepared maintenance history record for each gaming device will be established and include the machine's local number and the manufacturer's serial number. All maintenance performed on the machine will be recorded by date, description of malfunction (or purpose of maintenance), corrective action taken including a list of parts replaced/ repaired, and the total number of test plays conducted during the maintenance period. Activity representative and the technician performing the work will sign each entry.

h. An inventory of spare parts will be located in the maintenance shop. A monthly inventory will be conducted.

2311. Monitoring Machine Performance

a. Navy gaming devices are pre-set to provide a payout percentage of 90-93 percent (plus or minus 1 percent) after a complete play cycle. Since slot machines are random gaming devices that follow a cyclical pay-out pattern, percentages may vary at any given time. Therefore, operational data shall be compared to the pre-set pay-out percentage on a machine's

14 Jun 2013

installation/overhaul to date to identify pay-out variations and machine trends before they become extreme.

b. If records show a machine out of tolerance, the machine shall be completely overhauled. Machine performance can be accurately calculated by comparing the bill staker meter to actual collection harvest. Activity management shall investigate serious variances.

2312. Accounting Instructions

a. Army Operated Gaming Devices

(1) The Army owns and operates slot machines on some Navy installations. A Memorandum of Agreement (MOA) outlines both parties' responsibilities and must be available for review at each installation partnering with the Army. The slot machines are card machines and do not pay out in coins or cash. If a player wins an amount under \$1,199, he/she will receive a card that has the winning amount preset in it. The card can be inserted into an automated teller machine which will pay out the winnings. Army is responsible for filling the automated teller. A Navy change fund is not needed. The Army is also responsible for paying out winnings greater than \$1,199 since these winnings require an IRS form.

(2) A formula contained in the MOA is used to determine the profit distribution for the Navy MWR activity and disbursement to be retained by the Army. MWR shall deposit the full amount of the harvest and remit the Army their portion. The payment terms are net due immediately.

(3) Costs to run the machines (e.g., utilities, lines, floor space) are responsibility of Navy MWR and should be coded to the slot machine cost center. The revenue should also be recorded to the same slot machine cost center. Formula is: Revenue = machine drop less malfunction, fills and revenue adjustments.

Harvest:

Cash Cage

DR 101XXX	\$ total Revenue
CR DAR Clearing 101060	\$ total Revenue
DAR	
DR DAR clearing 101060	\$ total Revenue
CR Program Revenue 501000	\$ 80% or 70%
CR Army Vendor (201000)	\$ 20% or 30%

14 Jun 2013

Vendor number is 4/33467

Text = payment info that the Army has requested
Army's portion will be sent by EFT within 48 hours.

b. Navy Operated Gaming Devices

(1) The Navy operates coin-less game devices that are card machines and do not pay out any money. If a person wins an amount under \$1,199, he/she will receive a card with the winning amount on it. The customer can then take the card over to the automated teller or cashier which will pay out the winnings.

(2) The costs of purchasing and maintaining the machines (electricity, lines, floor space) are the responsibility of MWR and should be coded to the slot machine cost center. The revenue should also be recorded to the slot machine cost center.

(3) The machines will be depreciated per reference (b).

c. Regardless of which service owns or operates the gaming devices, when the amount of winnings caused by one play of the gaming device (including bonus rounds) is greater than \$1,199 the following procedures must be followed:

(1) If the player is a U.S. citizen or resident alien, no withholding is required, but taxes will be withheld if requested by the player and W-2G is used.

(2) If the player is a foreign national, a 1042-S is issued and 30 percent is withheld. However, no tax withholding is required if the player is a citizen of a tax treaty country (Japan, Germany and others), the player has a U.S. taxpayer ID, and the player fills out a W-8 BEN form. This likely occurs infrequently, as most foreign players do not have U.S. taxpayer IDs.

(3) If the player is unwilling to provide a name, address, etc., the player is considered by default to be a foreign player, a 1042-S is prepared, and 30 percent is withheld. In these cases, the name on the 1042-S is "unidentified player."

(4) All funds withheld must be submitted to the IRS at least quarterly for both the W-2Gs and the 1042-S.

d. Regardless of which service owns or operates the gaming devices, on or before the 15th day following the end of each

14 Jun 2013

quarter, the original copy of the Quarterly Gaming Devices Performance Statement shall be sent to CNIC HQ (N923).

2313. Statistical Data. To fully use all detailed accountability information built into the electronic gaming device, the electronic meter readings must be recorded as essential bookkeeping data. Procedures to read electronic meters are as follows:

a. Scheduled Readings. On the last normal working day before the end of each accounting period, record the electronic meter readings by each machine.

b. Unscheduled Readings. A reading must be taken whenever an electronic gaming device is installed on-line or the microprocessor unit (MPU)/processor board is replaced. When installing a gaming device, check the accuracy of the electronic meters. When replacing the MPU board, ensure that the electronic meter readings have been recorded.

c. Machines equipped with the permanent memory device Erasable Programmable Read Only Memory (EPROM) on the mother board (backplane board), in addition to the safe Random Access Memory (RAM) on the MPU board must be maintained as follows: prior to making any repair to the mother board, replacing the board, or the EPROM, the game information memory must be recorded (transcribed). Exchange of the motherboard between machines is prohibited without documentation of meter readings.

2314. Inventory, Relocation, and Disposal of Gaming Devices

a. Each installation shall maintain current inventory of all gaming devices including card purchasing/cash dispensing machines (e.g., kiosks). The inventory will include all gaming devices that are operated at a location without regard to ownership. The inventory will include: name of manufacturer; model numbers; game type; denomination; manufacturer's serial number; physical location. Each installation shall provide N923 with a signed inventory conducted at the end of each fiscal year. This will be submitted with the final Quarterly Gaming Report.

b. A gaming device will not be sold, destroyed, transferred, or, otherwise, disposed of without prior approval from CNIC HQ (N923). A request for authorization for disposition of any machine will include reasons for the proposed action and full description of the machine, including

14 Jun 2013

manufacturer's serial number. Upon approval for destruction, two commissioned officers will administer a NAVCOMPT 2212, Certificate of Disposition, bearing the serial number of the machine with the date. Officers will serve as witnesses when machines are destroyed or disassembled for spare parts. A copy of NAVCOMPT 2212 will be forwarded to CNIC HQ (N9). Machines may also be disposed as a trade-in credit in a purchase agreement for replacement machines or by disposition with licensed game machine companies in accordance with existing property disposition policies.

c. Appropriate documentation and reporting are the responsibility of the REGCOM/Installation CO, who will ensure that the records identified in this instruction are accurately prepared, locally monitored, distributed, and retained.

Chapter 24

ENTERTAINMENT

Ref: (a) DoD Instruction 1015.10 of 6 July 2009
(b) DoD Directive 5500.07 of 29 November 2007
(c) DoD 5500.7-R of 1 August 1983
(d) CNICINST 7043.1

2401. Entertainment Standards

a. Entertainment offered in a Navy MWR activity, whether contracted directly by activity management or privately booked by an authorized patron, will be consistent in both presentation and content with Navy goals of promoting equality, personal dignity, and integrity. References (a) through (d) apply.

(1) Entertainment at a Navy MWR activity will be suitable for a mixed community audience. Entertainment with potential to embarrass or physically harm any military member or other authorized patron is not permitted.

(2) Navy MWR activities will not book, present, or permit others to use or rent Navy MWR activity space for an exhibit, performance, party, or contest that is sexually-oriented, explicit, or demeaning in nature. Examining the proposed name, theme, publicity, costume, age restriction, appearance, content, and public reputation of the artist, performer, or speaker will help in determining the likely result of the proposed event. Also prohibited at Navy MWR activities are meetings, performances, speeches, or exhibits whose theme, presentation, or content is racially or sexually offensive, demeaning, provoking, or of a political or religious nature.

(3) Examples of offensive, explicit, or demeaning events that are prohibited in Navy MWR activities because of their adverse impact on good order, discipline, and the health, welfare, and morale of all hands include, but are not limited to:

(a) Wet T-shirts or wet shorts contests.

(b) Erotic dancing or strip-tease performances, including nudity of any type, both male and female.

14 Jun 2013

(c) Pageants, contests, or performance where performers or patrons wear inappropriate articles of clothing such as bikinis, thongs, g-strings, or similar items.

(d) Leg or torso shaving events.

(e) Gelatin, mud, or similar "wrestling" events.

(f) Profane, vulgar or provoking speech, exhibits, songs or performance.

(g) Any speech, performance, dance, song, or routine that includes material that is racially or ethnically offensive, racist, or sexist in content. All entertainment must be consistent with Navy core values.

(h) "Stag," "smoker," or other private parties where the above proscribed entertainment will be present in person, in previously recorded format, or via simultaneous broadcast.

(4) Navy MWR activities are not responsible for managing or providing resources for Command sponsored cultural awareness or heritage events.

(5) Hosts or sponsors desiring to book functions at Navy MWR activities are responsible for monitoring the event. In addition, they will be provided with a written copy of these guidelines prior to booking and will agree, in writing, to abide by them. MWR activity managers will terminate any event that violates these standards and report violations to MWR Program Manager along with the name and address of the sponsor/host.

b. Contracts

(1) All contracts for entertainment will receive legal review and will be awarded in accordance with the provisions of reference (d).

(2) Cost of entertainment is subject to negotiation between the NAFI manager or contracting officer and the entertainer or the entertainer's agent. As an alternative to specifying a set amount/cost for the entertainment, an arrangement may be made for the entertainer to receive a nominal set fee and a percentage of the admission charged to the patron, based on ticket count, satisfactory to both parties, and a percentage of the admission charge without a nominal fee. Where a percentage of the admission fee is negotiated, the total

14 Jun 2013

charges will be collected by the MWR activity as business revenues. Terms for percentage arrangements will be clearly stated in the payment clause of the contract and controls will be established to ensure that all admissions are strictly accounted for. NAFI managers or contracting officers will, whenever possible, get an affirmation from the entertainer or the entertainer's agent that the same type of performance on a similar night will not be sold to any other MWR activity at a lower price. Authorized MWR activity representative contracting for the entertainment will sign the contract and prepare a document stating that the entertainment satisfied the terms of the contract. This statement will be part of the accounting office's authorization to pay for the contracted services.

(3) Standard purchase orders will not be used for contracting entertainment. Original and signed copies of the entertainment contract will be distributed as follows:

(a) Original to the entertainment group or leader.

(b) Signed copies to: contracting officer; activity manager; activity files; accounting office; and private party sponsor (when required).

(4) When an entertainment contract requires a guarantee, an advance deposit may be made, provided the entertainer agrees to post an appearance bond.

(5) Military service band members performing in their off-duty hours will be considered as civilian entertainers and the contract provisions will apply.

2402. DoD Armed Forces Entertainment (AFE) Program. The AFE program was established by DoD to provide a continuing program of scheduled live entertainment to Armed Forces personnel overseas. Military installations in remote and isolated areas and fleet units overseas are given priority for this entertainment. Operation and administration of the program are the responsibility of the AFE Office. The AFE Office functions under an executive agency of the Air Force and is staffed by representatives from the Army, Air Force, USMC, and Navy. Per reference (a), requests for show units should be made to the appropriate ashore MWR activity.

2403. Navy Entertainment Program. In conjunction with AFE, CNIC (N922) maintains a live entertainment program. The program is offered through two components: a NAF and APF financed

14 Jun 2013

overseas tour program focusing on OCONUS and deployed ships and a live entertainment NAF matching grant program created to increase the number and improve the quality of Navy installation level entertainment.

a. OCONUS Tour Program. Primary focus of the OCONUS tour program will be on deployed units or units supporting combat operations. OCONUS tours are funded and booked centrally for entertainment needs of deployed units and OCONUS installations. CNIC is responsible for providing appropriate travel orders (with authorization for travelers to receive government provided food and lodging at the GS-15 equivalent level for entertainers/celebrities). OCONUS installations hosting CNIC entertainment tours are responsible for:

(1) Funding of berthing/lodging for the tour groups (on base lodging is preferred).

(2) Local transportation and logistics support necessary to meet tour requirements.

(3) Publicity for tour/show.

(4) Two meals per day for entire group on show days.

(5) Local production expenses for the show.

b. Navy Entertainment Matching Grant Program. The CNIC matching entertainment grant program allows installations to receive up to \$2,500 matching NAF funds for local entertainment initiatives. The funds are intended to help subsidize the cost of the entertainers and not for ancillary expenses, (e.g., transportation, sound, lights, back-line, etc.). Requests for grants are submitted to and distributed by CNIC (N922) on a quarterly basis. Grants are for live entertainment events that would not normally be possible without additional financial assistance. Although the grants are not intended exclusively for single Sailors, those requests will receive priority consideration.

Chapter 25

**OPERATING AND FINANCIAL STANDARDS
AND GUIDELINES FOR MWR BUSINESS ACTIVITIES**

2501. Operating and Financial Standards and Guidelines.
Financial and operating standards and guidelines detailed below establish minimum levels of performance to ensure Navy MWR food, beverage and entertainment activities are fiscally and operationally sound. Financial standards and guidelines govern major cost centers and activity profitability. Operating guidelines recommend levels of performance, facility maintenance, marketing procedures, and customer satisfaction as indicators of a well-managed MWR activity.

2502. Sound Financial Operations

a. Financial Performance. The following are minimum levels of financial performance for each MWR activity.

(1) MWR Fund Financial Standards

TYPE OF SUPPORT	STANDARD
APF Support Category A Category B	100% of eligible Category A program expenses are authorized APF support. A minimum of 85% of eligible expenses are to be funded with APF. 100% of eligible Category B program expenses are authorized APF support. A minimum of 65% of eligible expenses are to be funded with APF.
NAF Fund Performance	For a full fiscal year basis, the MWR fund should be a minimum of breakeven on a net income basis (e.g., revenue fully offsets all expenses, including depreciation expense).

(2) MWR Food and Beverage

(a) Financial Standards and Guidelines

DESCRIPTION	FOOD AND BEVERAGE OPERATION TYPE				
	Full Service	Quick Service	Snack Bars	Catering	Combined Food and Beverage
Cost of Goods Sold	38%	35%	35%	30%	38%
Labor Cost	35%	35%	35%	30%	35%
Other Operating Costs	22%	22%	20%	22%	22%

14 Jun 2013

Net Income	5%	8%	10%	18%	5%
Miscellaneous fees and charges should be established at approximately 75 percent of prices at comparable off-base facilities.					

(b) Operation Type Definitions

1. Full Service. An operation that provides food & beverage service to patrons who order and are served while seated and pay their bill after completing the meal. Carry out items may be offered as an additional service. Full service dining operations may include, but are not limited to: Clubs, Hotel/Resorts and Casual Dining establishments. These operations may or may not offer alcoholic beverages. If the operation offers alcoholic beverages and alcohol sales exceed 25 percent of total sales, these sales and expenses will be accounted for in a separate bar department on the activity income statement.

2. Quick Service (QSR). These operations primarily serve fast food with an emphasis on speed of service where the patron pays for the food prior to consuming it. Table side service is not available. Facilities that have quick service dining may include, but are not limited to: Internal Navy brands, Navy Contracted Brands, and National Name Brand Fast Food. These operations may be operated by MWR, a MWR contractor, or a NEX contractor. Alcoholic beverages may be offered in a limited capacity. A full service bar is not available. If the operation offers alcoholic beverages and alcohol sales exceed 25 percent of total sales, these sales and expenses will be accounted for in a separate bar department on the activity income statement.

3. Snack Bars. An establishment that provides snack style, fast foods to include candies, chips, non-alcoholic beverages, popcorn and simple, readymade items such as hot dogs and nachos. Table side service is not offered. Limited cooking equipment is utilized and full kitchen areas are not available in these operations. An example of this type of operation is a movie theater snack bar.

4. Catering. A facility primarily engaged in providing single event-based, full service food and beverage for banquets, weddings and private parties, both on and off premises. The establishment can host meetings, trainings, special events, and conferences. Full service bar operations are typically available. If the operation offers alcoholic beverages and alcohol sales exceed 25 percent of total sales,

14 Jun 2013

these sales and expenses will be accounted for in a separate bar department on the activity income statement.

(3) Bowling Center Activity

(a) Financial Standards

DESCRIPTION	CATEGORY C	CATEGORY B
Cash Flow (Activity Net Income before Depreciation)	25%	10%

(b) Financial Guidelines

DESCRIPTION	CATEGORY C	CATEGORY B
Merchandise, COGS (XX-401-XX)	60%	65%
Program Operations (Department 10), Direct Labor Cost	50%	65%
Fees and charges should be established at approximately 75 percent of prices at comparable off-base facilities.		

(4) Golf Course Activity

(a) Financial Standards

DESCRIPTION	PERCENT OF:	STANDARD
Activity Net Profit	Total Revenue	10%
Cash Flow (Net Income Before Depreciation)	Total Revenue	15%

(b) Financial Guidelines

DESCRIPTION	PERCENT OF:	GUIDELINE
Direct Labor (Salary/Benefits)		
Food	Total Department 01 Revenue	35%
Bar	Total Department 02 Revenue	25%
Pro Shop/Retail	Total Department 03 Revenue	7%
Program Cart Rental	Total Departments 10 and 12 Revenue	35%
Cost of Goods Sold		
Food	Resale Revenue (Account 40-301-01)	35%
Bar	Resale Revenue (Account 40-301-02)	25%

14 Jun 2013

Merchandise	Resale Revenue (Account 40-301-03)	75%
-------------	------------------------------------	-----

(c) Provide golf programs that are managed by certified and trained professionals (18 holes and more) and offer programs, instruction and services that compare to the best public golf courses in the United States.

(d) Emphasize course sizing and playing conditions to stimulate increased activity and customer satisfaction.

(e) Prominently display comment/suggestion cards, and ensure management reviews those received and, when appropriate, provide written or verbal replies.

(f) Structure fees to ensure equity for all; increase revenues to ensure that recapitalization needs are consistently met.

(5) Category C Marina Activity (RAMCAS Activity 34)

(a) Financial Standard

DESCRIPTION	PERCENT OF:	STANDARD
Activity Net Profit	Total Revenue	20%
Cash Flow (Net Income Before Depreciation)	Total Revenue	25%
Fees and charges should be established at no less than 75 percent of prices at comparable off-base facilities.		

b. Supplementary Financial and Operational Guidelines

(1) Achieve the net profit on all revenue as presently calculated in the RAMCAS statements. Required operating profit standard is inclusive of all authorized APF support and properly allocated MWR fund expenses (e.g., utilities).

(2) Food departments reach minimum break-even point (BEP).

(3) Management determines the activity's BEP and develops a plan to structure operations to achieve the BEP plus the required percent net profit margin. This is accomplished as part of the annual budget process.

(4) Management has a documented system to account for and pinpoint responsibility for all inventory and all cash

14 Jun 2013

receipts. The system includes retail accountability, guest checks, high-cost/sensitive item inventory control, and use of receipts for patron cash payments.

(5) Management establishes prices to achieve required minimum cost-of-goods sold (COGS) and profitability consistent with local competitive position and perceived value. COGS is the total cost of the consumable items of a product sold to the patron. Management reviews prices at least semiannually.

(6) Management documents that a budget-to-actual variance analysis occurs monthly and makes operational adjustments when needed.

(7) Management conducts an annual review of all services and programs to assess cost effectiveness. For MWR food and beverage activities, this review should include a determination of monetary benefits that could be achieved if the activity achieved the COGS standards (when not being met).

2503. Satisfied Customers

a. Management conducts a locally developed survey annually to determine customer desires and needs. Documented adjustments are made to programs and services based on survey results.

b. MWR activity management is visible to patrons during peak business periods. MWR food and beverage managers particularly should be visible at all meal periods, special events, and catered events. All MWR activity managers should document their observations in a log.

2504. Quality Products and Programs

a. Management has developed and uses local standardized, written recipes for every food and mixed beverage item served in the MWR food and beverage and snack bar activity. Managers should update/re-evaluate all recipes at least annually.

b. Management has developed and uses written specifications for the purchase of equipment, food, beverage, and related supplies.

c. Management has written standard operating procedures for services and programs.

14 Jun 2013

d. Management updates/re-evaluates all equipment/supplies requirements, specifications and procedures at least annually.

2505. Professional Management and Staff

a. MWR activity manager approves, in writing, the selection of all activity staff.

b. Management maintains a documented program of organizational orientation for all employees.

c. Navy MWR food and beverage managers must attend at least one outside professional development course/class per year.

d. Management maintains a documented program of job-related training for all employees.

e. MWR activity manager and key managers must attend at least one outside professional development experience per year.

2506. Attractive, Well-Maintained Facility

a. Management has a program of furniture, fixtures, and equipment maintenance that results in all operational requirements being met. If operational requirements are jeopardized (i.e., the activity would be closed or unable to deliver committed services), action is taken and documented, which will correct the deficiency within 3 days.

b. During any 6-month period, each MWR food and beverage activity maintains an average environmental health inspection score of not less than 85 percent with no score below 75 percent. Management corrects all violations or initiates corrective action so that no violation appears on more than two consecutive reports.

c. Management conducts a daily walk-through inspection of the facility and takes corrective action on noted deficiencies. A check list will be used and maintained for this purpose.

d. Management maintains written 1-year and 5-year plans to ensure programmed fixed asset and minor property renewal and replacement.

2507. Effective Marketing Program

a. Management has a written annual marketing plan in place. There is evidence that management uses the plan effectively and updates it at least quarterly.

b. MWR food and beverage managers conduct an annual self-inspection using the "Navy Food and Beverage Activity Operations Standards of Service Check List."

2508. Monitoring and Oversight

a. REGCOM/Installation CO should initiate action to have operations maintain achievement of the financial standards through monitoring, oversight and inspections.

b. If local conditions are compelling, commands may request a waiver from the REGCOM/Installation CO. Waiver requests should cite specific standards from which exemption is requested, a justification, and alternative proposed standard to be achieved. REGCOM/Installation CO should advise CNIC HQ (N94) of all waivers granted, with accompanying justification.

c. CNIC HQ (N92/N94) has additional tools, e.g., training workshops, guidebooks, and operational analyses, available to assist local management in meeting financial standards and guidelines.

Chapter 26

**COMMUNITY RELATIONS EVENTS (AIR SHOWS, OPEN HOUSES, 4th OF JULY
CELEBRATIONS AND OTHER PUBLIC AFFAIRS EVENTS)**

Ref: (a) DoD Instruction 5410.19 of 13 November 2001
(b) SECNAVINST 5720.44C
(c) 10 U.S.C. §2492

2601. MWR's Role in COMREL Events. Community Relations (COMREL) events such as public visitations (open houses), air shows, festivals or non-MWR sponsored musical concerts open to the general public are public affairs events. These COMREL events are not to be confused with the occasional MWR hosted events that are open to the public. The Navy Chief of Information (CHINFO) and public affairs officer are responsible for executing COMREL events in compliance with the provisions of references (a) and (b). MWR does not fund or manage COMREL events. MWR's role, if any, is limited to executing the MWR mission at the event by providing such things as food, beverage, brochures and authorized entertainment and other support for which the use of NAF is authorized in accordance with this instruction. Through the use of a reimbursable agreement entered into under the authority of reference (c), MWR can provide logistical support to COMREL events.

a. MWR NAFs may be used for all expenses that directly support the execution of the MWR mission at the COMREL event but may not be used to pay for expenses that are properly funded by APF, nor may they be used to augment a shortfall in APF funding. The following expenses are examples of expenses properly funded with NAF:

(1) Civilian performers or entertainment acts, e.g. clowns, musicians (as opposed to no-cost military performers such as the Blue Angels or the Navy Band);

(2) Static displays of vintage aircraft or equipment when the display is for predominantly entertainment purposes. Displays that are predominantly for educational, historic, patriotic or public affairs purposes must be funded with APF. Consult your regional OGC attorney for assistance with this determination;

(3) Bleacher or chair rental, provided the rental cost is recovered from appropriate patron charges for the service;

14 Jun 2013

(4) Inclement weather insurance but only for MWR portion of the event;

(5) Payment to volunteer organizations (e.g., Spouse's Club) for labor provided in support of concession operations (volunteer organization members are not volunteers to MWR and are not subject to the volunteer restrictions or protections);

(6) Cost of producing souvenir programs and posters sold to event attendees and any poster that contains commercial sponsors' names or logos;

(7) Food, beverage and novelty concession expenses;

(8) Commercially contracted professional announcers may be funded with NAF when the event includes entertainment acts since the announcer is considered a performer. NAF funded professional announcers may also announce military acts and provide public address support to the COMREL event. When there is not a NAF funded professional announcer, all public affairs announcements regarding the COMREL aspects of the event are the responsibility of PAO and are properly an APF expense. Use of NAF funded government employees to perform this duty is not permitted.

(9) Advertizing, marketing and publicity expenses for the COMREL event, excluding any cost normally associated with public affairs' efforts, to inform the local public about the event. This promotion is necessary in order to enhance the value of commercial sponsorships and to support MWR vending operations. Accordingly, the MWR marketing should emphasize the MWR provided portions of the event. Advertising may be purchased or procured with in-kind sponsorship for the event.

2602. Prohibited Use of NAF in Connection with COMREL Events

a. NAF resources, including any funds or in-kind support received under a commercial sponsorship agreement **may not** be used for the following items:

(1) To provide free VIP seating or food and beverage for military, state or local officials, or other dignitaries;

(2) To provide portable toilets for public use.

b. Portable toilet facilities may be provided as part of a chalet/tent made available for the private use of a commercial

14 Jun 2013

sponsor under a commercial sponsorship agreement. They may also be included as a benefit provided entertainers in an entertainment contract. They must be placed within the spaces provided for the chalets or venue and not accessible by the general public.

c. NAF may not be used to pay the costs of socials, hospitality tents, chalets or parties for VIPs, commanding officers, military members or civilian employees.

d. Base operating support (BOS) costs including maintenance, grounds preparation, including "foreign object damage" control, vehicle fuel costs, security and crowd control or other non-recreational costs associated with a COMREL event;

e. Any costs associated with military static displays such as transportation, fuel, security, and lodging or rental car costs for military personnel; and

f. Any cost that are properly paid with APF as either a public affairs cost or BOS cost.

2603. Charging Attendees for Access, Products and Services at COMREL Events

a. No charges or fees will be imposed on the general public for admission or parking.

b. Attendees will not be charged for taking pictures of themselves in or near DoD aircraft or equipment including flight suits, helmets or other military uniforms or paraphernalia.

c. Charges for shuttle service offered between remote parking facilities to the primary COMREL event area are permitted but may not exceed an amount necessary to recover all associated expenses of providing the service.

d. Donation buckets may not be passed around the crowd or placed in fixed locations to have members of the visiting public make donations to support the COMREL event or any event performer.

e. If souvenir open house programs are sold under the auspices of MWR, an official complimentary schedule of events produced with APF must be available upon request.

14 Jun 2013

f. Given the objectives of COMREL activities, owner/operators of vintage aircraft whose planes are displayed on board the installation may not charge admission to enter the aircraft.

g. Charging for premium seating is permitted when it is offered on a first-come basis. Only a relatively small portion of the overall available seating may be sold as premium seating; the vast majority of seating areas, which may include space for spectators to bring their own chairs or blankets, must be available at no cost to attendees.

h. The renting of chalets by MWR is authorized. Chalets may be rented separately or included as part of a sponsorship agreement. Only MWR can rent chalets.

(1) Chalet renters (which may include commercial sponsors) may restrict who they allow as guests into their chalet. However, a chalet renter may not sell the rights to their chalet to a third party nor may they charge admission to the chalet. They may be permitted to charge for food, beverages or souvenirs that are furnished by the commercial sponsor but not for anything which is supplied by MWR or an MWR contractor as part of the rental agreement or other commercial sponsorship agreement.

(2) Signs used to identify chalets should not be any larger than necessary to identify the chalet to its occupants.

(3) Chalets may be located on the flight-line, but not at the center of the flight-line.

2604. Insurance in Connection with COMREL Events

a. MWR NAFs shall not be used to purchase personal injury liability or property damage insurance if the COMREL event is conducted in CONUS, Alaska, Hawaii, or any territory covered by the Federal Tort Claims Act (FTCA).

b. Overseas commands must consult with regional OGC and JAG attorneys to determine if there are any local requirements for insurance that covers personal property damage, real estate, or personal injury liability. MWR NAFs may not be used to pay for any locally required and procured insurance.

c. A COMREL activity consisting of "fly-bys" is not an MWR NAF function; it is an APF event. Mishaps arising from an APF

14 Jun 2013

event are covered by the FTCA and any resulting liability settlements or judgments are paid with APF, not NAF.

d. Contractors who provide entertainment acts or equipment must have liability insurance when they perform aboard a naval installation. Coverage must be in amounts acceptable to the contracting officer. Acts that involve potentially higher level of risks (e.g. air show performances, fireworks or pyrotechnics) must have at least \$500,000 per person, \$1,000,000 per occurrence, and \$100,000 property damage Comprehensive General Liability insurance. The appropriate installation or regional MWR organization and the U.S. Navy must be identified on all policies as named insured parties.

APPENDIX A

ACRONYMS

<u>ACRONYM</u>	<u>DEFINITION</u>
AAFES	Army and Air Force Exchange Service
ACMG	Association of Canadian Mountain Guides
ACSM	American College of Sports Medicine
ADPE	Automatic Data Processing Equipment
AED	Automated External Defibrillator
AFE	Armed Forces Entertainment
AFNAFPO	Air Force Nonappropriated Purchasing Office
AFRTS	American Forces Radio and Television Service
AFNAFPO	Air Force Nonappropriated Purchasing Office
AIMS	Accounting and Information Management System
AMGA	American Mountain Guides' Association
APF	Appropriated Fund
ARMP	Army's Recreational Machine Program
ARO	Auxiliary Resale Outlet
ASA	American Sailing Association

14 Jun 2013

ASN	Assistant Secretary of the Navy
ASN M&RA	Assistant Secretary of the Navy Manpower and Reserve Affairs
ASYMCA	Armed Services Young Men's Christian Association
ATF	Alcohol, Tobacco, and Firearms
ATFR	Alcohol, Tobacco, and Firearms Regulations
ATM	Automated Teller Machines
AV	Audio Video
BDC	Buoyancy Compensatory Device
BEP	Break Even Point
BOD	Board of Directors
BOS	Base Operating Support
BPAA	Bowlers Proprietors' Association of America
BRAC	Base Realignment and Closure
BSVEMIS	Base Support Vehicle and Equipment Management Information System
CAC	Common Access Card
CCTV	Close Circuit Television
CE	Civilian Enterprise
CFL	Command Fitness Leader
CHINFO	Chief of Information
CISM	Conseil International Du

14 Jun 2013

	Sports Militaire
CNAFI	Civilian NAFI
CNIC	Commander, Navy Installations Command
CO	Commanding Officer
COGS	Cost of Goods Sold
COMNAVSAFECEN	Commander, Naval Safety Center
COMREL	Community Relations
CONUS	Continental United States
CPR	Cardiopulmonary Resuscitation
CYP	Child and Youth Programs
DAR	Daily Activity Report
DCP	Digital Cinema Prints
DEP	Delayed Entry Program
DFSC	Deployed Forces Support Coordinators
DMA	Defense Media Activity
DoD	Department of Defense
DoN	Department of the Navy
DoT	Department of Transportation
DRMO	Defense Reutilization Marketing Office
DSL	Digital Subscriber Line
DVD	Digital Video Disc
EDC	Economic Development Conveyance

EMS	Emergency Medical Services
EPAct	Energy Policy Act
EPROM	Erasable Programmable Read Only Memory
FAM Tours	Familiarization Tours
FEDEX	Federal Express
FEP	Fitness Enhancement Program
FFR	Fleet and Family Readiness
FIFO	First-In-First-Out
FSPVP	Food Service Project Validation Procedures
FTCA	Federal Tort Claims Act
GCSAA	Golf Course Superintendents Association of America
GFCI	Ground Fault Circuit Interrupter
GSA	General Service Administration
HAZMAT	Hazardous Material
HEPA	High-Efficiency Particulate Air
HHA	Hold Harmless Agreement
I&E	Installations and Environment
IDEA	International Diving Educators Association
IFMGA	International Federation of Mountain Guides Association
IH	Industrial Hygiene

IMP	Integrated Pest Management
ITT	Information, Tickets and Travel
JAG	Judge Advocate General
JSPVP	Joint Services Prime Vendor Program
JSTP	Joint Service Travel Program
LCR	Learning Resource Center
LPGA	Ladies Professional Golf Association
LRA	Local Redevelopment Authorities
LRA ¹	Local Reutilization Authority
M&RA	Manpower and Reserve Affairs
MCC	Multi-Choice Cash
MILCON	Military Construction
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MPU	Microprocessor Unit
MSC	Military Sealift Command
MSRA	Methicillin-Resistant Staphylococcus Aureus
MWR	Morale, Welfare and Recreation
NAF	Nonappropriated Funds
N9	CNIC, Fleet and Family Readiness

14 Jun 2013

N94	CNIC Fleet and Family Readiness Support Center, Millington Detachment
NAF	Nonappropriated Fund
NAFI	Nonappropriated Fund Instrumentalities
NAMP	National Association of Meat Purveyors (NAMP)
NAUI	National Association of Underwater Instructors
NAVFAC	Naval Facilities Engineering Command
NAVPTO	Navy Passenger Transportation Office
NAVSEA	Naval Sea System Command
NCCA	National Commission for Certifying Agencies
NDVD	Encrypted DVD
NEX	Navy Exchange
NEXCOM	Navy Exchange Service Command
NFE	Non-Federal Entity
NFPA	National Fire Protection Association
NFS-ROAG	Navy Food Service Regional Operational Advisory Group
NGLP	Navy General Library Program
NMPS	Navy Motion Picture Service
NOAA	National Oceanic and Atmospheric Administration

14 Jun 2013

NOCA	National Organization for Competency Assurance
NROTC	Naval Reserve Officers Training Corps
OCONUS	Outside the Continental United States
OGC	Office of the General Counsel
OJAG	Office of Judge Advocate General
OIC	Officer in Charge
OSH	Occupational Safety and Health
OUPV	Operator of Uninspected Passenger Vessel
PADI	Professional Association of Diving Instructors
PAO	Public Affairs Officer
PAR-Q	Physical Activity Readiness - Questionnaire
PBA	Professional Bowlers Association
PDIC	Professional Diving Instructors Corporation International
PFA	Physical Fitness Assessment
PFD	Personal Flotation Devices
PGA	Professional Golfers Association
POS	Point of Sale
PPE	Personal Protective Equipment

14 Jun 2013

PWC	Public Works Center
QOL	Quality of Life
R&I	Remote and Isolated
RAHS	Recreation, Athletics, and Home Safety
RAM	Random Access Memory
REGCOM	Region Commander
RFP	Requests for Proposals
RIK	Rations-In-Kind
RODS	Recreation and Off-Duty Safety
ROE	Return of Expense
ROI	Return on Investment
ROIC	Return on Invested Capital
RV	Recreational Vehicles
SABAR	Service Craft and Boat Accounting Report
SAP	Systems, Applications, and Products
SCUBA	Self-Contained Underwater Breathing Apparatus
SEABEE	Construction Battalion
SJA	Staff Judge Advocate
SMGA	Swiss Mountain Guides Association
SOLO	Stone-hearth Open Learning Opportunities
SOP	Standard Operating Procedures

TAD	Temporary Additional Duty
UCMJ	Uniform Code of Military Justice
UFM	Uniform Funding Management
USBC	United States Bowling Congress
USCG	United States Coast Guard
USDA	U.S. Department of Agriculture
USIA	United States Information Agency
USNA	United States Naval Academy
USNSA	United States Naval Sailing Association
USO	United Service Organizations
USSA	United States Sailing Association
WFS	Warfighter and Family Services
WMA	Wilderness Medical Associates
WMI	Wilderness Medical Institute
YDS	Yosemite Decimal System
YMCA	Young Men's Christian Association