

**CNIC INST 1710.3 (14Jun13) Paragraph 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 (l) 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 (l).
- 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 off-duty, military education programs.
- q. 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.
- r. 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).
- s. Advancement of pay to employees.
- t. Purchase of personal clothing for non-MWR program related purposes.
- u. 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.

v. 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.

w. 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.

See next page for more instructions

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6.2.4.1. NAFs are not authorized to be used for or to support command representation or protocol functions; scholarships, free mailing and/or postage, or any other specific benefit for select individuals or groups; public affairs, medical, religious, or other activities or programs outside the purposes for which the NAFI was established; or to pay for employees not performing duties directly related to the NAFI functions or mission.

420. Prohibited Use of Nonappropriated MWR Funds. The use of MWR funds are authorized only for those purposes related to the official MWR program. Specifically, MWR NAF funds will not be used for non-MWR activities, facilities, or equipment or for groups not directly related to or sponsored by the MWR program. MWR NAF funds may not be expended for the following:

a. For 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. For payment to officers for work performed on MWR matters. Consistent with the requirements of the Dual Compensation Act commissioned or warrant officers may not receive compensation from the MWR fund. (This does not preclude the payment to officers for officiating services or lessons provided per references (i) and (n).) As an exception to the intent of this restriction, the FY-86 DOD Authorization Act requires that a \$2.00 surcharge be imposed each time a transaction is completed on the cash register in a veterinary clinic. The surcharge is intended to recoup all APF fund costs (i.e., salaries of military or civil service veterinarians and veterinary supplies) providing care to privately owned animals. The revenues collected from the surcharge are to be paid to the U.S. Treasury by the MWR Fund.

c. For payment of cost for military personnel serving in their military duties.

d. Travel costs associated with military member participation in international and national sports competition.

e. Any utility or rent cost for any CONUS Category A and/or B activity.

f. Any utilities cost or lease for any OCONUS Category A, B or C activity.

g. Any architectural and engineering services for any APF construction project.

5.2.6. Unauthorized Use of NAF. NAF are to be used for the general welfare of the military community. Individuals, units, organizations, or installations shall have no proprietary interest in NAFI funds or other assets.

5.2.6.1. NAFI funds or assets may not be transferred to private organizations as dividends or other distributions.

5.2.6.2. NAF are not authorized to be used or support the following functions:

5.2.6.2.1. Command representation or protocol functions.

5.2.6.2.2. Scholarships, free mailing and postage, or to provide any other specific benefit for select individuals or groups.

5.2.6.2.3. Replace or to supplement appropriations for public affairs, medical, religious, or other activities or *programs outside* the purposes for which the NAFI was established.

5.2.6.2.4. Pay for *employees not* performing duties directly related to the NAFI functions or mission.

5.2.7. NAF-Financed Facilities and Structures. A building or structure constructed or purchased using NAF shall not be *diverted to a use other than* in direct support of the purpose for which it was acquired without the prior concurrence of the Head of the DoD Component, or a designee.

5.3. Planning, Programming and Budgeting. NAFI programs are supported by APF and NAF resources and may be financed through private sources or commercial borrowing. These resources shall be planned, programmed, and budgeted to implement NAFI objectives. Actual performance shall be regularly compared to budgets and action taken to correct unfavorable variances.

5.3.1. APF support of NAFIs shall be planned, programmed, and budgeted in accordance with PPBR procedures in Volume 2 of DoD 7000.14-R (reference (r)).