

**COMMANDER NAVY INSTALLATIONS COMMAND (CNIC)  
MANAGEMENT and ASSISTANCE TEAM (N9G)**



**Local  
Internal Control Questionnaire (ICQ)  
FY17**

**COMMERCIAL SPONSORSHIP**

**5720 INTEGRITY DRIVE  
MILLINGTON TN 38055-6520**

**REVISED SEPTEMBER 2016**

## REVIEW COVER SHEET

HOST COMMAND: \_\_\_\_\_

DATES OF REVIEW: \_\_\_\_\_

REVIEW CONDUCTED BY: \_\_\_\_\_

### Business Office POC

Name \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### Region Internal Review Officer

Name \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Briefly describe any current Commercial Sponsorship Activity's:

### Programs:

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### Events:

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Services Offered (include those provided by contract and/or concessionaire):

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## References

- DoDI 1015.10, Military Morale, Welfare, and Recreation Programs of July 6, 2009
- DoDI 1344.07, Personal Commercial Solicitation on DOD Installations of March 30, 2006
- SECNAVINST 4001.2 series, Acceptance of Gifts
- SECNAVINST 1740.2, series, Solicitation and Conduct of Personal Commercial Affairs
- CNICINST 1710.3, Operation of Morale, Welfare and Recreation Programs
- CNICINST 7043.1, Procurement Policy for CNIC Nonappropriated Fund Activities
- CNICINST 5728.1A, Management and Allocation of Appropriated Funds for Fleet Week and Air Show Events
- NAVFAC P-73
- OASD (MC&FP) memo of 3 Dec 2015, Participation by Educational Institutions in Morale, Welfare, and Recreation Commercial Sponsorship and
- Advertising Programs
- CNIC ltr 1710 Ser N9/16U334 of 3 Mar 16, Navy MWR CS Support of the WFS Program

| ADMINISTRATION |   |  |  |
|----------------|---|--|--|
| 1.             | <p>Is the commercial sponsorship (CS) program being administered by and for the “military” MWR activity, with CS resources being used exclusively in support of the MWR program?</p> <p>References:</p> <ul style="list-style-type: none"> <li>- DoDI 1015.10, encl (11), para 1</li> <li>- CNICINST 1710.3, encl (1), paras 602, 613</li> </ul> <p><u>Comments:</u></p>  | <p>YES</p> <p><input type="checkbox"/></p> <p>NR</p> <p><input type="checkbox"/></p> | <p>NO</p> <p><input type="checkbox"/></p> <p>N/A</p> <p><input type="checkbox"/></p> |
| 2.             | <p>Does the CS Agreement call for MWR to get volunteer services, or is it being used in situation where the benefit received should have been considered a gift to the Navy (i.e. the sponsor did not really receive any meaningful benefit or recognition)?</p> <p>References:</p> <ul style="list-style-type: none"> <li>- DoDI 1015.10, encl (11), para 1a</li> <li>- CNICINST 1710.3, encl (1), para 601</li> <li>- SECNAVINST 4001.2J, para 5</li> </ul> <p><u>Comments:</u></p> | <p>YES</p> <p><input type="checkbox"/></p> <p>NR</p> <p><input type="checkbox"/></p> | <p>NO</p> <p><input type="checkbox"/></p> <p>N/A</p> <p><input type="checkbox"/></p> |

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| 3.             | <p>Are procedures in place to ensure commercial sponsors do not obtain personal contact info from attendees w/out express written consent of the attendee?</p> <p>References:<br/>           - DoDI 1015.10, encl (8), para 1b(2)<br/>           - CNICINST 1710.3, encl (1), para 605</p> <p><u>Comments:</u></p>  | <p>YES<br/><input type="checkbox"/></p> <p>NR<br/><input type="checkbox"/></p> | <p>NO<br/><input type="checkbox"/></p> <p>N/A<br/><input type="checkbox"/></p> |
| 4.             | <p>Are the obligations and entitlements of the sponsor and MWR incorporated into a written agreement not to exceed one year and with annual renewals not to exceed a total of 5 years?</p> <p>References:<br/>           - DoDI 1015.10, encl (11), para 1b(3)<br/>           - CNICINST 1710.3, encl (1), para 603a</p> <p><u>Comments:</u></p>  | <p>YES<br/><input type="checkbox"/></p> <p>NR<br/><input type="checkbox"/></p> | <p>NO<br/><input type="checkbox"/></p> <p>N/A<br/><input type="checkbox"/></p> |
| 5.             | <p>Has each CS agreement been reviewed for legal sufficiency by an OGC/JAG attorney and is a written record of the legal review maintained? Note: it is not mandatory for the legal review to be written on or record as part of the agreement itself; legal review simply must be annotated somewhere in the file. Also, at the discretion of legal counsel not all CS agreements need to receive a legal review, i.e. when a pre-approved template previously reviewed and approved by Legal is used and no deviations were made.</p> <p>References:<br/>           - DoDI 1015.10, encl (11), para 1b(3)<br/>           - CNICINST 1710.3, encl (1), para 603i<br/>           - CNICINST 7043.1, encl (1), paras 120, 205f</p> <p><u>Comments:</u></p> | <p>YES<br/><input type="checkbox"/></p> <p>NR<br/><input type="checkbox"/></p> | <p>NO<br/><input type="checkbox"/></p> <p>N/A<br/><input type="checkbox"/></p> |
| 6.             | <p>Is the benefit (exchange of value) provided to MWR by the sponsor of an approximately commensurate value? Note: It is neither required nor desired that a dollar value be stated in the body of the CS agreement. If both parties agree to the value of the benefits received from one another that suffices. However, MWR needs to record the value it places on the CS agreement in its files for</p>  | <p>YES<br/><input type="checkbox"/></p>  | <p>NO<br/><input type="checkbox"/></p>   |

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|                | annual reporting.<br><br>References:<br>- DoDI 1015.10, encl (11), para 1b(4)<br>- CNICINST 1710.3, encl (1), para 603b<br><br><u>Comments:</u>  | NR<br><input type="checkbox"/>  | N/A<br><input type="checkbox"/>                                       |
| 7.             | Are prohibited special concessions or favored treatment provided to sponsors (vendors/ concessionaires), and, conversely, are vendors/concessionaires not providing commercial sponsorship treated with disfavor or experience any form of reprisal?<br><br>References:<br>- DoDI 1015.10, encl (11), para 1b(5)<br>- CNICINST 1710.3, encl (1), para 603d<br><br><u>Comments:</u> | YES<br><input type="checkbox"/><br><br>NR<br><input type="checkbox"/> | NO<br><input type="checkbox"/><br><br>N/A<br><input type="checkbox"/> |
| 8.             | Do CS agreements contain provisions that allow sponsors to directly solicit, conduct or negotiate sales or terms of financing for the purchase of its products or services at the sponsored MWR event?<br><br>Reference:<br>- CNICINST 1710.3, encl (1), par 601c<br><br><u>Comments:</u>  | YES<br><input type="checkbox"/><br><br>NR<br><input type="checkbox"/> | NO<br><input type="checkbox"/><br><br>N/A<br><input type="checkbox"/> |
| 10.            | Are CS agreements being used in lieu of a real estate license, lease or other appropriate real estate documents to provide sponsors access to the installation?<br><br>References:<br>- CNICINST 1710.3, encl (1), para 601c<br>- NAVFAC P-73, Chap 20<br><br><u>Comments:</u>   | YES<br><input type="checkbox"/><br><br>NR<br><input type="checkbox"/> | NO<br><input type="checkbox"/><br><br>N/A<br><input type="checkbox"/> |

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| 9.             | <p>Do contracted entertainment events with pre-existing sponsorship agreements (tour sponsors), limit sponsor recognitions to the performance site and do not otherwise violate or interfere with MWR's commercial sponsors?</p> <p>Reference:<br/>- CNICINST 1710.3, encl (1), para 602c(1)</p> <p><u>Comments:</u></p>                      | <p>YES<br/><input type="checkbox"/></p> <p>NR<br/><input type="checkbox"/></p> | <p>NO<br/><input type="checkbox"/></p> <p>N/A<br/><input type="checkbox"/></p> |
| 10.            | <p>Are events hosted by a Non-Federal Entity /Private Organization (NFE/PO) with their own sponsors at MWR facilities conducted in a manner that it does not compete or interfere with the MWR's commercial sponsors?</p> <p>Reference:<br/>- CNICINST 1710.3, encl (1), para 602c(2)</p> <p><u>Comments:</u></p>                             | <p>YES<br/><input type="checkbox"/></p> <p>NR<br/><input type="checkbox"/></p> | <p>NO<br/><input type="checkbox"/></p> <p>N/A<br/><input type="checkbox"/></p> |
| 11.            | <p>If CS has been used in support of a command's Community Relations (COMREL) event, e.g. an air show, was authority to do so formally secured from CNIC?</p> <p>Reference:<br/>- DoDI 1015.10, encl (2), para 4g</p> <p><u>Comments:</u></p>   | <p>YES<br/><input type="checkbox"/></p> <p>NR<br/><input type="checkbox"/></p> | <p>NO<br/><input type="checkbox"/></p> <p>N/A<br/><input type="checkbox"/></p> |
| 12.            | <p>If CS (cash, products or services) has been used in support of a COMREL event, have those NAF resources been used to fund any non-MWR expenses associated with the event?</p> <p>References:<br/>- DoDI 1015.10, encl (11), para 1a<br/>- CNICINST 1710.3, encl (1), para 2602<br/>- CNICINST 5728.1A, para 4f</p> <p><u>Comments:</u></p> | <p>YES<br/><input type="checkbox"/></p> <p>NR<br/><input type="checkbox"/></p> | <p>NO<br/><input type="checkbox"/></p> <p>N/A<br/><input type="checkbox"/></p> |

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| 13.            | <p>Are required DoD/DON official non-endorsement disclaimers included in public recognition of sponsors and advertising media being used/distributed per the CS agreement?</p> <p>References:<br/>           - DoDI 1015.10, encl (11), para 1b(6)<br/>           - CNICINST 1710.3, encl (1), para 603e</p> <p><u>Comments:</u></p>              | <p>YES<br/><input type="checkbox"/></p> <p>NR<br/><input type="checkbox"/></p> | <p>NO<br/><input type="checkbox"/></p> <p>N/A<br/><input type="checkbox"/></p> |
| 14.            | <p>Are contents of public recognition and advertising media used by/for the sponsor reviewed for consistency/compliance with DoD/DON policies?</p> <p>References:<br/>           - DoDI 1015.10, encl (11), para 1b(7)<br/>           - CNICINST 1710.3, encl (1), para 603h</p> <p><u>Comments:</u></p>  | <p>YES<br/><input type="checkbox"/></p> <p>NR<br/><input type="checkbox"/></p> | <p>NO<br/><input type="checkbox"/></p> <p>N/A<br/><input type="checkbox"/></p> |
| 15.            | <p>Are CS agreements involving television and radio broadcast rights to MWR events, and any pre-event publicity broadcasting of MWR events being coordinated through the command's PAO?</p> <p>References:<br/>           - DoDI 1015.10, encl (11), para 1b(8)<br/>           - CNICINST 1710.3, encl (1), para 603h</p> <p><u>Comments:</u></p> | <p>YES<br/><input type="checkbox"/></p> <p>NR<br/><input type="checkbox"/></p> | <p>NO<br/><input type="checkbox"/></p> <p>N/A<br/><input type="checkbox"/></p> |
| 16.            | <p>Have there been CS agreements with prohibited types of commercial sponsors?</p> <p>Reference:<br/>           - CNICINST 1710.3, encl (1), para 608</p> <p><u>Comments:</u></p>   | <p>YES<br/><input type="checkbox"/></p> <p>NR<br/><input type="checkbox"/></p> | <p>NO<br/><input type="checkbox"/></p> <p>N/A<br/><input type="checkbox"/></p> |

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| 17.            | <p>Are the types of benefits provided to the sponsor, as set forth in the body of the CS agreement, authorized to be provided by MWR?</p> <p>Reference:<br/>- CNICINST 1710.3, encl (1), para 609</p> <p><u>Comments</u></p>   | <p>YES</p> <p><input type="checkbox"/></p> <p>NR</p> <p><input type="checkbox"/></p> | <p>NO</p> <p><input type="checkbox"/></p> <p>N/A</p> <p><input type="checkbox"/></p> |
| 18.            | <p>Is more than 10% of the income (resources) generated from any given sponsor or sponsors being used by MWR to fund or host 'sponsor appreciation' events, and are those NAFs being used appropriately to communicate future commercial sponsorship opportunities with prospective sponsors?</p> <p>Reference:<br/>- CNICINST 1710.3, encl (1), para 6710</p> <p><u>Comments</u></p>                  | <p>YES</p> <p><input type="checkbox"/></p> <p>NR</p> <p><input type="checkbox"/></p> | <p>NO</p> <p><input type="checkbox"/></p> <p>N/A</p> <p><input type="checkbox"/></p> |
| 19.            | <p>Are alcoholic beverage (beer, wine and spirits) CS agreements the result of unsolicited proposals, not directed predominately/exclusively at the military, and are responsible use campaign and Surgeon General Warnings provided as part of the sponsored event?</p> <p>References:<br/>- DoDI 1015.10, encl (11), para 1b(9)<br/>- CNICINST 1710.3, encl (1), para 607</p> <p><u>Comments</u></p> | <p>YES</p> <p><input type="checkbox"/></p> <p>NR</p> <p><input type="checkbox"/></p> | <p>NO</p> <p><input type="checkbox"/></p> <p>N/A</p> <p><input type="checkbox"/></p> |
| 20.            | <p>In the CS agreement, does the commercial sponsor certify that its sponsorship costs shall not be charged to any part of the Federal government?</p> <p>References:</p>  | <p>YES</p> <p><input type="checkbox"/></p> <p>NR</p>                                 | <p>NO</p> <p><input type="checkbox"/></p> <p>N/A</p>                                 |



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|                | - DoDI 1015.10, encl (11), para 1b(10)<br>- CNICINST 1710.3, encl (1), para 603g<br><br><u>Comments</u>   | <input type="checkbox"/>  | <input type="checkbox"/>  |
| 21.            | Are CS opportunities coordinated with NEX to ensure the CSA doesn't interfere with any existing understandings or agreements they may have? <u>Note</u> : this doesn't mean that MWR may not secure CS or sell advertising to companies that compete or products lines that compete with the NEX.<br><br>References:<br>- DoDI 1015.10, encl (11), para 1b(12)<br>- CNICINST 1710.3, encl (1), para 603c<br><br><u>Comments</u> :   | YES<br><br><input type="checkbox"/><br><br>NR<br><input type="checkbox"/> | NO<br><br><input type="checkbox"/><br><br>N/A<br><input type="checkbox"/> |
| 22.            | Are off-base financial institutions permitted to serve as commercial sponsors, limiting their promotions to only those products and services not offered by on base financial institutions (banks and credit unions), and are those promotional materials reviewed in advance and as part of CS agreement before being displayed/distributed at the sponsored MWR event?<br><br>References:<br>- DoDI 1015.10, encl (11), para 1b(13)<br>- CNICINST 1710.3, encl (1), para 604<br><br><u>Comments</u> : | YES<br><br><input type="checkbox"/><br><br>NR<br><input type="checkbox"/> | NO<br><br><input type="checkbox"/><br><br>N/A<br><input type="checkbox"/> |
| 23.            | Are CS agreements with commercial solicitors, including personal financial, insurance and securities providers, and educational institutions, in accordance with applicable directives?<br><br>References:<br>- DoDI 1344.07<br>- SECNAVINST 1740.2E<br>- OASD (MC&FP) memo of 3 Dec 2015<br><br><u>Comments</u>  | YES<br><br><input type="checkbox"/><br><br>NR<br><input type="checkbox"/> | NO<br><br><input type="checkbox"/><br><br>N/A<br><input type="checkbox"/> |

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| 24.            | <p>Are records maintained and are annual reports prepared containing both the number and dollar value of CS agreements, including the sponsor's name, type of business, and type/amount of consideration received and used (cash or in-kind), and is a separate category for alcohol sponsorships?</p> <p>Reference:<br/>           - DoDI 1015.10, encl (11), para 1b(11), 2b<br/>           - CNICINST 1710.3, encl (1), para 614</p> <p><u>Comments</u></p> | <p>YES<br/><input type="checkbox"/></p> <p>NR<br/><input type="checkbox"/></p> | <p>NO<br/><input type="checkbox"/></p> <p>N/A<br/><input type="checkbox"/></p> |
| 25.            | <p>Are CS solicitations based on principles similar to those that guide NAF contracting; e.g., competition evaluation of offers, selection?</p> <p>References:<br/>           - DoDI 1015.10, encl (11), para 2c<br/>           - CNICINST 1710.3, encl (1), para 611<br/>           - CNICINST 7043.1</p> <p><u>Comments:</u></p>   | <p>YES<br/><input type="checkbox"/></p> <p>NR<br/><input type="checkbox"/></p> | <p>NO<br/><input type="checkbox"/></p> <p>N/A<br/><input type="checkbox"/></p> |
| 26.            | <p>Has the commercial sponsorship coordinator(s) been formally appointed and is a copy of the appointment on file?</p> <p>Name of Coordinator(s): _____</p> <p>References:<br/>           - DoDI 1015.10, encl (11), para 2c(1)<br/>           - CNICINST 1710.3, encl (1), para 602a</p> <p><u>Comments</u></p>   | <p>YES<br/><input type="checkbox"/></p> <p>NR<br/><input type="checkbox"/></p> | <p>NO<br/><input type="checkbox"/></p> <p>N/A<br/><input type="checkbox"/></p> |
| 27.            | <p>Does the CS coordinator receive formal/informal training regarding CS duties and does the CS coordinator have a working knowledge and understanding of MWR CS policies and procedures?</p>  | <p>YES<br/><input type="checkbox"/></p>  | <p>NO<br/><input type="checkbox"/></p>   |

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|                | <u>Comments:</u>   | NR<br><input type="checkbox"/>   | N/A<br><input type="checkbox"/>  |
| 28.            | <p>Is the CS coordinator aware of and have access to the following publications:</p> <p>DoDD 1000.11, Financial Institutions on DoD Installations</p> <p>DoDI 1000.15, Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations</p> <p>DoDI 1015.10, Military Morale, Welfare, and Recreation (MWR) Programs</p> <p>DoDI 1015.15, Establishment, Management, and Control of Nonappropriated Fund Instrumentalities and Financial Management of Supporting Resources</p> <p>DoDI 1344.7, Personal Commercial Solicitation on DoD Installations</p> <p>DoDI 5120.4, Department of Defense Newspapers, Magazines and Civilian Enterprise Publications</p> <p>DoDI 5410.19, Public Affairs Community Relations Policy Implementation</p> <p>DoD FMR 7000.14-R, FMR, Vol. 5 para 340404, Financial Institutions on DoD Installations</p> <p>OASD (MC&amp;FP) memo of 3 Dec 2015 (Subj: Participation by EIs in MWR CS&amp;A Programs)</p> <p>SECNAVINST 1740.2E, Solicitation and the Conduct of Personal Commercial Affairs on Department of the Navy Installations</p> <p>SECNAVINST 4001.2J, Acceptance of Gifts</p> <p>SECNAVINST 5720.47B, Department of the Navy Policy for Content of Publicly Accessible World Wide Web Sites</p> <p>SECNAVINST 5870.4A, Copyright</p> <p>NAVADMIN 128/06, CNO WASHINGTON DC 032305Z MAY 06 (Predatory Lending Practices)</p> | <p>YES</p> <p><input type="checkbox"/></p> <p>NR</p> <p><input type="checkbox"/></p> | <p>NO</p> <p><input type="checkbox"/></p> <p>N/A</p> <p><input type="checkbox"/></p> |

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|                | <p>OPNAVINST 1700.16A, Alcoholic Beverage Control</p> <p>OPNAVINST 4001.1F, Acceptance of Gifts</p> <p>CNICINST 1710.3, Navy MWR Program</p> <p>CNIC ltr 1710 Ser N9/16U334 of 3 Mar 16 (Subj: Navy MWR Commercial Sponsorship Support of the WFS Program)</p> <p>CNICINST 5720.2, Distribution of Free Publications on Navy Installations</p> <p>CNICINST 5728.1A, Management and Allocation of Appropriated Funds for Fleet Week and Air Show Events</p> <p>CNICINST 7000.3, Accounting Procedures for Navy NAFs</p> <p>CNIC ltr 7010 Ser N9/12U77632 9 Jul 12 (Subj: Expanding WFS UFM Practices Across CNIC)</p> <p>CNICINST 7043.1, Procurement Policy for CNIC Nonappropriated Fund Activities</p> <p>CNICINST 11000.1, Non-Federal Entities on Board Navy Installations</p> <p>NAVFAC P-73, Chap 20</p> <p><u>Comments:</u></p> |  |  |
| 29.            | <p>Are sponsors solicited competitively from an adequate number of known sources, and are announcements (general solicitation) placed in appropriate media to reach prospective sponsors?</p> <p>References:</p> <ul style="list-style-type: none"> <li>- DoDI 1015.10, encl (11), para 2c(2)</li> <li>- CNICINST 1710.3, encl (1), para 611</li> </ul> <p><u>Comments:</u></p>  | <p>YES<br/><input type="checkbox"/></p> <p>NR<br/><input type="checkbox"/></p> | <p>NO<br/><input type="checkbox"/></p> <p>N/A<br/><input type="checkbox"/></p> |
| 30.            | Are officials exercising contracting authority soliciting for CS, other than the routine NAF contracting support provided in support of commercially-sponsored   | YES  | NO   |

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|                | MWR programs/ events?<br><br>References:<br>- DoDI 1015.10, encl (11), para 2c(3)<br>- CNICINST 1710.3, encl (1), para 611<br>- CNICINST 7043.1<br><br><u>Comments</u>   | <input type="checkbox"/><br><br>NR<br><input type="checkbox"/>            | <input type="checkbox"/><br><br>N/A<br><input type="checkbox"/>           |
| 31.            | Do OCONUS CS agreements comply w/applicable SOFA agreements, treaties and other local laws, including requirements regarding solicitation of U.S. and non-U.S. sources?<br><br>References:<br>- DoDI 1015.10, encl (11), para 2d<br>- CNICINST 1710.3, encl (1), para 606<br><br><u>Comments</u> | YES<br><br><input type="checkbox"/><br><br>NR<br><input type="checkbox"/> | NO<br><br><input type="checkbox"/><br><br>N/A<br><input type="checkbox"/> |
| 32.            | Do OCONUS CS agreements involving motor vehicle/motorcycle manufacturers and dealers limit periods of publicity and displays to periods not exceeding 10 days?<br><br>References:<br>- DoDI 1015.10, encl (11), para 4<br>- CNICINST 1710.3, encl (1), para 606<br><br><u>Comments</u>           | YES<br><br><input type="checkbox"/><br><br>NR<br><input type="checkbox"/> | NO<br><br><input type="checkbox"/><br><br>N/A<br><input type="checkbox"/> |
| Notes:         |  |   |   |

| WARFIGHTER AND FAMILY SERVICES |  |   |   |
|--------------------------------|--|---|---|
| 1.                             | <p>Is the commercial sponsorship (CS) program being administered by and for the “military” MWR activity, with CS resources being used exclusively in support of the MWR program?</p> <p>References:<br/>           - DoDI 1015.10, encl (11), para 1<br/>           - CNICINST 1710.3, encl (1), paras 602, 613</p> <p><u>Comments:</u></p>  | YES<br><input type="checkbox"/><br>NR<br><input type="checkbox"/> | NO<br><input type="checkbox"/><br>N/A<br><input type="checkbox"/> |
| 2.                             | <p>Is MWR commercial sponsorship support performed at the installation and/regional level limited only to the Family Readiness (FR) and Navy Gold Star (NGS) programs/events conducted at installations within that region? <u>Note:</u> ALL Navy Wounded Warrior-Safe Harbor (NWW-SH) events and all FR and NGS events beyond a single region shall be performed by the CNIC WFS commercial sponsorship coordinator</p> <p><u>Reference:</u><br/>           - CNIC ltr 1710 Ser N9/16U334 of 3 Mar 16</p> <p><u>Comments:</u></p> | YES<br><input type="checkbox"/><br>NR<br><input type="checkbox"/> | NO<br><input type="checkbox"/><br>N/A<br><input type="checkbox"/> |
| 3.                             | <p>For all commercial sponsorship support provided at the regional and/or installation level, does MWR charges and collect from WFS (FR and NGS, respectively), a 5% surcharge based on the value of cash and in-kind sponsorship secured on behalf of their programs? <u>Note:</u> This 5% surcharge applies whether an MWR or WFS employee performs the commercial sponsorship duties.</p> <p><u>Reference:</u><br/>           - CNIC ltr 1710 Ser N9/16U334 of 3 Mar 16</p> <p><u>Comments:</u></p>                             | YES<br><input type="checkbox"/><br>NR<br><input type="checkbox"/> | NO<br><input type="checkbox"/><br>N/A<br><input type="checkbox"/> |
| 4.                             | <p>Is the individual performing commercial sponsorship on behalf of WFS (FR and NGS) at the regional and/or installation level a formally appointed commercial sponsorship coordinator and is a copy of that appointment on file?</p>  | YES<br><input type="checkbox"/>                                   | NO<br><input type="checkbox"/>                                    |

| WARFIGHTER AND FAMILY SERVICES |   |   |   |
|--------------------------------|---|---|---|
|                                | Name of Coordinator(s): _____<br><br><u>References:</u><br>- DoDI 1015.10, encl (11), para 2c(1)<br>- CNIC ltr 1710 Ser N9/16U334 of 3 Mar 16<br><br><u>Comments:</u>   | NR<br><input type="checkbox"/>  | N/A<br><input type="checkbox"/>                                       |
| 5.                             | Has a WFS (FR or NGS) employee been formally appointed to perform WFS commercial sponsorship duties? <u>Note:</u> When a Navy MWR commercial sponsorship coordinator is not available at the installation level, the regional commander (or delegated authority) may appoint an FR or NGS employee to perform commercial sponsorship duties on behalf of the WFS program.<br><br><u>Reference:</u><br>- CNIC ltr 1710 Ser N9/16U334 of 3 Mar 16<br><br><u>Comments:</u> | YES<br><input type="checkbox"/><br><br>NR<br><input type="checkbox"/> | NO<br><input type="checkbox"/><br><br>N/A<br><input type="checkbox"/> |
| 6.                             | Regardless of who has been formally appointed to perform WFS commercial sponsorship responsibilities, is commercial sponsorship being performed on behalf of WFS programs being accomplished in accordance with established policies and guidelines?<br><br><u>References:</u><br>- DoDI 1015.10, encl (11)<br>- CNICINST 1710.3, encl (6)<br>- CNIC ltr 1710 Ser N9/16U334 of 3 Mar 16<br><br><u>Comments:</u>   | YES<br><input type="checkbox"/><br><br>NR<br><input type="checkbox"/> | NO<br><input type="checkbox"/><br><br>N/A<br><input type="checkbox"/> |
| 7.                             | Are all WFS cash and in-kind commercial sponsorship agreements performed at the regional and/or installation level being tracked and reported the same way and reported with MWR commercial sponsorship agreements (discussed in ICQ 26)?<br><br><u>References:</u><br>- DoDI 1015.10, encl (11), para 1b(11), 2b<br>- CNICINST 1710.3, encl (1), para 614<br>- CNIC ltr 1710 Ser N9/16U334 of 3 Mar 16   | YES<br><input type="checkbox"/><br><br>NR<br><input type="checkbox"/> | NO<br><input type="checkbox"/><br><br>N/A<br><input type="checkbox"/> |

## WARFIGHTER AND FAMILY SERVICES

|               |  |  |  |
|---------------|--|--|--|
|               | <u>Comments:</u>   |  |  |
| 8.            | <p>Does the commercial sponsorship coordinator understand the previous limitation of sponsorship support on behalf of WFS to the funding of light refreshments for FR and NGS has been rescinded, and that WFS commercial sponsorship may be used to the same extent as any other military MWR program?</p> <p><u>References:</u><br/>                     - CNIC ltr 7010 Ser N9/12U77632 9 Jul 12<br/>                     - CNIC ltr 1710 Ser N9/16U334 of 3 Mar 16</p> <p><u>Comments:</u></p> | <p>YES<br/><input type="checkbox"/></p> <p>NR<br/><input type="checkbox"/></p> | <p>NO<br/><input type="checkbox"/></p> <p>N/A<br/><input type="checkbox"/></p> |
| <p>Notes:</p> |  |  |  |