

**CMWR ACTIVITY ANNUAL VENDING REPORT
SAMPLE LETTER**

Reference (d) requires all Navy CMWR activities receiving vending machine income to submit a year-end fiscal report. This annual report is required whether or not vending machine income is required to be shared with the State Licensing Agency for the blind. All military Services must report this information annually to the Office of the Assistant Secretary of Defense. The following CMWR Activity Annual Vending Report is provided for your use. This document is also available for download by visiting www.mwr.navy.mil/mwrprgms/civilian.htm.

VENDING FACILITY PROGRAM FOR THE BLIND ON FEDERAL PROPERTY
ANNUAL VENDING SUMMARY
--SAMPLE LETTER PART 1--

1700
Code or Serial
Date

From: Commanding Officer
To: Commander, Navy Personnel Command

Subj: VENDING FACILITY PROGRAM FOR THE BLIND ON FEDERAL
PROPERTY

Ref: (a) OPNAVINST 4535.1A

1. Per reference (a), the following information is submitted
for the period of 1 October 2003 through 30 September 2004.

Fiscal Year: _____

Name of Civilian MWR Activity: _____

Name of Installation: _____

Person Responsible for Report: _____

Title: _____

Phone Number: Commercial/DSN _____

E-Mail: _____

Current Blind-Operated Vending Facilities/Machines			
Number of vending facilities currently operated by the blind	Number of associated vending machines	Number of vending facilities disestablished this fiscal year	Reason for disestablishment

**STATE LICENSING AGENCY APPLICATIONS
FOR ESTABLISHMENT OF VENDING FACILITIES ON FEDERAL PROPERTY
--SAMPLE LETTER PART 2--**

State	Applications from State Licensing Agency				
	Number Pending from Prior FY	Received During Current FY	Number Accepted ¹	Number Denied ²	Number Pending End of Current FY

1. Provide separate list of applications approved by location (e.g., building name, installation, city and State).

Building Name	Installation	City	State

2. Provide separate list of applications denied by location (e.g., building name, installation, city and State). Also include reason for denial (e.g., unfeasibility of site, lack of funds, or lack of qualified vendors).

Building Name	Installation	City	State	Reason for Denial

**STATE LICENSING AGENCY APPLICATIONS FOR ESTABLISHMENT OF
CAFETERIAS AND OTHER CONTRACTS ON FEDERAL PROPERTY
--SAMPLE LETTER PART 3--**

State	Applications from State Licensing Agency				
	Number Pending from Prior FY	Received During Current FY	Number Accepted ¹	Number Denied ²	Number Pending End of Current FY

1. Provide separate list of applications approved by location (e.g., building name, installation, city and State).

Building Name	Installation	City	State

2. Provide separate list of applications denied by location (e.g., building name, installation, city and State). Also include reason for denial (e.g., unfeasibility of site, lack of funds, or lack of qualified vendors).

Building Name	Installation	City	State	Reason for Denial

**ANNUAL VENDING MACHINE INCOME
FROM VENDING MACHINES UNDER THE CONTROL OF CMWR
(DOES NOT INCLUDE NAVY EXCHANGE OPERATED/CONTRACTED MACHINES)
--SAMPLE LETTER PART 4--**

VENDING MACHINE INCOME									
A	B	C	D	E	F	G	H	I	J
State	Net Income	Total Amount Excluded from \$3,000 Minimum (indirect competition)	Amount Subject to Sharing with State Licensing Agency	Share Formula (50%, 30%, 10%, etc.)	Keep Formula (50%, 70%, 90%, etc.)	Amount Shared with State Licensing Agency	Amount Retained	Amount Disbursed to State Licensing Agency	Amount Pending Disburse- ment to State Licensing Agency
	\$	\$	\$	%	%	\$	\$	\$	\$
	\$	\$	\$	%	%	\$	\$	\$	\$
	\$	\$	\$	%	%	\$	\$	\$	\$
	\$	\$	\$	%	%	\$	\$	\$	\$

Example

VA	\$54,000	\$2,500	\$51,500	30%	70%	\$15,450	\$36,050	\$9,400	\$6,050
VA	\$10,000	\$500	\$9,500	100%	0%	\$9,500	0	\$9,000	\$500
VA	\$5,000	0	\$5,000	50%	50%	\$2,500	\$2,500	\$2,500	0
VA	\$3,500	\$1,000	\$2,500	15%	85%	\$375	\$2,125	0	\$375

If this is filled out correctly the following equations will be true:

$$B = C + G + H$$

$$D = B - C$$

$$F = 100\% - E$$

$$H = F \text{ of } D$$

$$B = C + H + I + J$$

$$D = G + H$$

$$G = E \text{ of } D$$

$$J = G - I$$

INSTRUCTIONS FOR COMPLETING PART 4

- Column A: State** - Enter the State in which the revenue is collected.
- Column B: Net Income** - Record total receipts collected from vending machine operations, including commissions paid by a commercial vending concern which operates vending machines on installation property. Deduct the cost of goods sold (including reasonable service and maintenance costs). This should be the amount of profit made after all fees are deducted. **DO NOT INCLUDE RECEIPTS FROM RANDOLPH-SHEPPARD ACT VENDING MACHINE FACILITIES OPERATED BY LICENSED BLIND VENDORS OR ANY COMMISSIONS PAID BY A BLIND VENDOR. DO NOT INCLUDE ANY RECEIPTS FROM VENDING MACHINES OPERATED BY OR FOR THE NAVY EXCHANGE.**
- Column C: Total Amount Excluded from \$3,000 Minimum** - Record total amount of \$3,000 exclusion taken from vending machine operations at locations, installation or facility not in direct competition with a blind-operated vending facility.
- Column D: Amount Subject to Sharing with State Licensing Agency**
Record the dollar amount of net income subject to sharing with the State licensing agency (i.e., column B minus column C).
- Column E: Share Formula (50%, 30%, 10%, etc.)** - Record the percentage of the amount subject to sharing that must be shared. The vending machine income-sharing requirements are as follows:
1. One hundred percent of the vending machine income from vending machines in direct competition with blind-operated vending facilities will be provided to the State-licensing agency.
 2. Fifty percent of the vending machine income from vending machines not in direct competition with blind-operated vending facilities will be provided to the State-licensing agency.

INSTRUCTIONS FOR COMPLETING PART 4 (CONT'D)

3. Thirty percent of the vending machine income from vending machines not in direct competition with blind-operated vending facilities, and located where at least 50 percent of the total hours worked on the premises occurs during other than normal working hours will be provided to the State licensing agency.
4. Some States have special agreements as to the percent shared and kept. If that is the case, enter those percents in place of the 100, 50 or 30 percent.

NOTE: If some locations on your installation are subject to different sharing percentages than other locations, enter them on separate lines. For example, if there are locations that have to share 50% and locations that have to share 30 percent, group all the 50 percent locations on one line and all the 30 percent locations on another line. This is the only way to make the formulas come out correctly and ensure accuracy.

Column F: Keep Formula (50 percent, 70 percent, 90 percent, etc.) - Record the percentage of the amount subject to sharing that does not have to be shared. To get this percentage subtract the percent you must share in Column E from 100 (e.g., 30 percent shared means 70 percent not shared).

Column G: Amount Shared with State Agency for the Blind - Record the dollar amount resulting from the percentage shared (i.e., column E of Column D). If Column E were 30 percent and Column D were \$100, Column G would be \$30.00.

Column H: Amount Retained - Record the dollar amount retained, i.e., Column F of Column D). If Column F were 70 percent and Column D were \$100, Column H would be \$70.

Column I: Amount Disbursed to State Licensing Agency - Record the amount that has been distributed during the year to the State licensing agency to date.

INSTRUCTIONS FOR COMPLETING PART 4 (CONT'D)

Column J: Amount Pending Disbursement to State Licensing Agency
- Record the amount due the State licensing agency
for the year but has not yet been distributed