

Abandoned Property

I am trying to work out a process where we can work with base security to have a sale of abandoned vehicles, collect and disburse the funds back to MWR for lost revenue and base Security for any costs incurred by them. What is your guidance or process to help us proceed with this?

Answer:

MWR is authorized to administer a program to "sell abandoned property." This is the process:

a. When abandoned property has been identified, base security will conduct an investigation and contact the local Naval Legal Service Office (NLSO). Immediate disposal is authorized for property valued at \$300 or less. Property with a value of \$300 or more may not be disposed of for a minimum of 45 days after a certified letter of notification is sent to the identified owner.

b. Installations (e.g., MWR) are authorized to retain portions of the proceeds from the sale of abandoned property that offset their costs to dispose of abandoned personal property according to the following restrictions:

(1) Only direct costs, documented as specifically attributable to disposing of the property, are to be retained from the sale proceeds by the installation. Any sale proceeds exceeding direct costs, documented as specifically attributable to the sale of the property, must be forwarded to the U.S. Treasury.

(2) Installations are not authorized to retain amounts greater than the direct costs of disposing of a specific item. Proceeds from one item of property may not be retained or used to offset costs of disposing of another piece of property.

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

Federal Law and Department of Defense policy (10 U.S.C. 2575 and DOD 4160.21-M, chapter VI, paragraph 356) require precise, time-consuming procedures to be followed when disposing of abandoned property. In order to avoid the expense and inconvenience that this process involves, the customer specifically agrees that the nonappropriated fund instrumentality (NAFI) supporting the (example: Automotive Skills Center) may unconditionally dispose of the property described above in any manner it may deem

suitable if it is permitted to remain on the (Automotive Skills Center) premises past ____ (date) _____, and the owner releases the Government, its NAFIs and its representatives from all claims and demands arising from such disposition. This release extends to the owner(s) heirs or assignees, which might assert such claims or demands as a result of the NAFI disposing of the property.

c. Title 10 U.S.C. 2575 requires that proceeds be available for claims by owners and their heirs after the property is sold. Thus, any proceeds retained are subject to reclamation by the U.S. Treasury to honor claims for up to 5 years after disposal of the item. Consult your local security instruction and contact the local NLSO to receive any additional assistance needed.

Security wants to donate abandoned bicycles to MWR so they can be sold at our upcoming Yard Sale. Is it true that the money collected from the sale of abandoned bicycles must be turned over to the US Treasury, the same as if we sold abandoned vehicles?

Answer:

Yes. MWR can recoup only its expenditures associated with the sale of all abandoned property, regardless of type. The remainder goes to the U.S. Treasury.

Advertising

Can MWR selling advertising on base electronic billboards? Does it matter if the billboards were purchased with APF or NAF? If we get a sponsor for an MWR event can we mention the sponsor's name on the electronic billboard?

Answer:

Yes, MWR may sell space for commercial advertising in any media--including electronic marquees--produced for or prepared by MWR, and may accept payment for such advertising subject to the following:

- Publication of paid commercial advertising by MWR programs is bound by similar standards that apply to civilian enterprise publications.
- Advertising shall include a disclaimer that does not constitute a DoD endorsement.

- Acceptance of paid commercial advertising on Armed Forces Radio and Television Services (AFRTS), local commander's channels, or any APF electronic media is prohibited [emphasis added].
- Local installation commanders make final decision on acceptance of advertising and must consider public perceptions, impact on the local economy, and the effect on local civilian enterprise newspapers.
- Advertising in installation NAFI media is based on reaching bona fide users in accordance with established patronage policies.
- The media is not distributed off the military installation.

It does matter whether this is an APF or NAF electronic marquee. If it is APF property, **commercial advertisement is prohibited**. If it is a NAF marquee, advertisement can be accomplished, but only with the proper DoD disclaimer; this may be difficult (at best) on a marquee. Although, nothing would prohibit an appropriate sized sign containing the required disclaimer being posted beneath/beside the marquee for the duration of the advertisement period.

Advertising/Promotional benefits provided to corporate sponsors as part of the sponsorship agreement must be consistent with the policy on advertising.

References: DoD Instruction 1015.10, *Programs for Military Morale, Welfare, and Recreation (MWR)*, of 3 Nov 95, enclosure (10); ASD memo, *DoD Nonappropriated Fund Instrumentality (NAFI) Advertising Policy*, of 6 Jan 95; and Navy MWR Policy Guidebook, *Corporate Sponsor and Partnership Program*, of Sep 98, section 12.

Alcoholic Beverages

What is the Navy policy on consumption of alcoholic beverages on MWR buses?

Answer:

Paragraph 1162 of U.S. Navy Regulations provides that "Except as may be authorized by the Secretary of the Navy, the introduction, possession, or use of alcoholic beverages onboard

any ship, craft, aircraft, or in **any vehicle** (emphasis added) of the Department of the Navy is prohibited."

ATM Machines

What is the policy concerning MWR's involvement with ATM machines in or near MWR facility (CONUS and OCONUS)? Who should own them and who should provide funding?

Answer :

In response to Navy MWR correspondence, DoD, in their letter of 4 November 1999, indicated that the operation of ATM machines by MWR, a vendor under contract, or an on-base financial institution does not constitute banking services on a DoD installation. However, any solicitation for ATM services must be accordance with paragraph 4.6.2.3 of DoD Directive 1000.11, which requires the on-base bank 6 months to provide network connectivity following Navy's request for such service. CNO (N46) is devising final policy now concerning MWR's ability to install and operate ATMs in lieu of a banking institution, i.e. as a commercial enterprise.

Auxiliary Resale Outlets (AROs)

What is the purpose of Auxiliary Resale Outlets (AROs)?

Answer :

The sole purpose of an ARO is to provide convenience food and beverage and/or emblematic merchandise only to individuals within an ARO work site. Rationale for the establishment/operation of an ARO is based on two primary factors: 1) the distance of the work site from NEX and MWR facilities (that provide food and beverage services) requires the ARO operation for the convenience of personnel working at the job site; and 2) the ARO operation will not be in direct competition with the Navy Exchange or MWR operations. Since AROs are established to provide convenience items to individuals at the work site, it appears that advertising/selling any type of merchandise on a Web site to individuals/ organizations outside the immediate work space is inappropriate.

We believe that the number of AROs is decreasing. We are currently working on an update to the ARO instruction. The revised instruction will require tenant commands desiring to

establish an ARO to send the request via the commanding officer of the host installation and his/her Major Claimant, as well as the tenant command's chain of command. This will help get all the players, particularly the host commander, in the loop.

Can we withhold unit allocations for those tenant commands having profitable AROs?

Answer :

Yes. The governing instruction for the operation of AROs (OPNAVINST 4060.4B) provides that the host installation commander has the discretion to decrease the amount of unit allocation funds for units operating AROs to compensate for profit income generated by the ARO.

The Host Installation Commanding Officer establishes local "unit allocation" policy in which he sets forth guidelines for the unit allocation program on his/her base. The guidelines would include information concerning unit allocations for tenants that operate AROs.

Bus Transportation - MWR's Involvement in non MWR-related events

What involvement should MWR have in providing bus transportation services for non-MWR mission-related activities?

Answer :

If a command insists on having MWR provide non-MWR mission-related bus services, a waiver request must be sent through the chain of command to OSD. Transporting anyone outside of a tour as part of an ITT tour program is not an authorized MWR activity. OSD was asked about the propriety of expanding MWR bus services and got a resounding "No." They know that commands are trying to use NAF to improperly augment APF to provide these services and do not want the Sailor to pay for what the taxpayer is supposed to pay for. To run a bus service is not in our charter. To run a tour is. Now, if the APF side wants to pay MWR to run this service, there may be a way that has been utilized in some locations. Congress passed legislation to permit NAFs to enter into contracts or other agreements to provide goods and services that both meet the need and will benefit the NAFI. This statute, Title 10 U.S.C. 2482a, has not really been implemented by Navy. However, NAVSUP has put out

guidance to the field on its use. Unfortunately, they only addressed using contracts. However, the statute does permit "other agreements" to be entered into when they benefit the NAF. In plain words, there must be a positive return to the NAF. The command may not enter into an agreement for services that the command needs and are to be funded with APF, which results in the Sailor underwriting a command responsibility.

Even though this may be considered a "Quality of Life" issue, that does not mean that NAF may be used to support it. It might be a real QOL issue to many people to have MWR supply free Scotch before going to bed, but that does not make it an appropriate MWR expenditure. Bus transportation is an APF expense and it would be an improper, if not actually an illegal expenditure of NAF to provide these services.

Before anyone dumps this expense on MWR, just because the MWR Fund may have the money, they should look at the NAF Antideficiency Act which provides for the same punishment for spending NAF improperly or illegally as is provided for on the APF side of the house. It has to be done within the resources provided legally or not at all.

If APFs for MWR were to be cut in order for the base to provide bus service, the command may actually be improperly augmenting the O,M&N budget. That very well might be an APF Antideficiency Act violation as well because now NAF would be required to back fill where it was never intended to be used in the first place. Before MWR is directed to establish this service, I hope they are at least getting an official opinion from not only OJAG but also the Navy Comptroller with comments coming from ASN(M&RA)."

Check Handling

Legally, what personal information can we require from a customer when writing a check in order to ensure MWR gets its money, i.e., driver's license, SSN?

Answer:

Whenever a government entity requests personal information from anyone, a privacy act notice must be issued. Usually, a general notice placed near the place where checks will be cashed will

suffice. Then you may ask for social security numbers, home addresses, and telephone numbers. Each notice must be tailored to that activity; therefore, each base has a Freedom of Information/Privacy Act coordinator who must be consulted before these notices are published. The coordinator may require that you make a notice that each person sign. If so, you must go by what the coordinator requires. You may also consult your base Staff Judge Advocate (SJA) or Office of General Counsel (OGC) attorney who is responsible for legal services at your command about this issue.

Coffee Messes

I was wondering if you would know where I could find a policy on Resale activities on federal properties. Like coffee mess, sale of coffee and donuts for a sunshine fund or recreation fund, or for Chief's Association, First Class Petty Officer Association, etc.? The paragraph 3 of the ARO instruction (OPNAVINST 4060.4B) says this instruction does not apply to "conventional coffee messes that are restricted to beverage and associated pastry/snack items for which charges are made only to offset the cost of the items provided."

Answer :

Enclosure (1) to OPNAVINST 1700.7D sets forth Navy policy in regards to the responsibility for resale functions within the Navy. Paragraph 4.b. provides that coffee messes are limited to providing coffee, tea, cold beverages, and pastries to work groups at fees necessary to recoup only the cost of items served. Expanded coffee messes involved in food preparation and retailing of assorted merchandise and services results in unwarranted proliferation and competition among resale outlets on the base. Operating these expanded food resale outlets is prohibited unless authorized as an ARO.

Don't compare coffee messes with a unit's recreation fund or a private organization (e.g., a Chief's Association, First Class Association, Wives' Club, etc.).

Tenant activities are not authorized to have a recreation fund (i.e., separate from the unit fund maintained by MWR). They may be authorized by the host installation's CO to conduct occasional fund raising events, (e.g., car wash, hot dog sale, etc.,) to supplement their unit allocations. That's all. If this is done, funds so generated are to be turned over for deposit in the MWR bank account. The tenant's unit allocation

account balance will be increased by that amount and may be used by the tenant to supplement the \$10.00 per man/per year (unit allocations) provided by MWR.

Chief's Associations and other such organizations are private organizations. CO's of a host installation may permit these organizations to function on the base in accordance with a charter. A Private Organization is a self-sustaining and non-Federal entity (e.g., credit unions, United Services Organization (USO), lodges (fraternal or benevolent organizations), veteran's organizations, chief's organizations, wives' clubs, ethnic group affiliations, sports official organizations, scouting organizations, little league, etc.), incorporated or unincorporated, and constituted or established and operated on a Navy installation, with the written consent of the base commanding officer or higher authority, by individuals acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Federal Government. These organizations are authorized to maintain checking accounts. Private organizations are not NAFIs nor is there an official relationship between their activities and those of DOD personnel who are members or participants. They are not held to be an integral part of the Navy organization, due to the nature of the functions that they perform and the particular characteristics of these organizations, which provide for limited government supervision, as opposed to the extensive supervision exercised over nonappropriated fund instrumentalities.

Community Events

What type of community events can MWR fund?

Answer :

If you are referring to community events open to the general public, the answer is none. 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 for groups not directly related to or sponsored by the MWR program. NAF funds may not be used for any expense associated with command receptions or for expenses of similar functions incidental to the official activation, deactivation, or realignment of a command. NAF funds will not be used for support of functions, which are held primarily to accomplish public affairs or public relations objectives. MWR may be involved in certain elements associated

with Open House events (e.g., Air Shows). However, MWR's involvement is only authorized for MWR mission-related activities (e.g., food and beverage, concessions).

Corporate Sponsorship

Want more legal sponsorships, which are very limited at present. Simplify the process.

Answer :

To obtain Corporate Sponsorships of MWR programs and events, local MWR activity and program managers (including afloat recreation officers) should work closely with the designated base MWR Corporate Sponsorship Coordinator (CSC). To obtain maximum sponsorship dollars, programs and events for which sponsorship is desired should be planned well in advance of the event dates (recommend approximately 8 months in advance) in order for the CSC to develop the solicitation packages and get them into the hands of prospective sponsors. Remember, like Navy MWR, commercial organizations have budgets to contend with also. Marketing departments in the corporate world must know of Navy MWR sponsorship opportunities so that they can budget the sponsorship funds. If they don't know about Navy MWR sponsorship opportunities, there won't be any sponsorship dollars budgeted. Typically, there will only be one person in MWR working with corporate sponsorship. Sometimes sponsorship is a collateral duty. Help your Corporate Sponsorship Coordinator maximize sponsorship by lots of lead-time.

We have taken some steps in making the corporate sponsorship process easier. The Commanding Officer can now delegate the signing of Sponsorship Contracts to the MWR Director. We've shortened the contract form so that it's less intimidating to small "mom and pop" operations.

However, there's only so much we can do to simplify the process. The Office of the Assistant Secretary of Defense (FM&P) provided very specific policy guidance to the Service Secretaries when authorizing the Corporate Sponsorship Program in 1992 within the Department of Defense. The Navy has established minimum corporate sponsorship procedures and processes to adhere to this specific OASD policy guidance.

The important thing to remember is that Corporate Sponsorship is NOT a request for a donation or a gift. Corporate Sponsorship

is assistance, funding, goods, equipment, or services to MWR programs or events in return for public recognition or advertising promotions. It's an **EQUAL** exchange of value between MWR and the Sponsor. Sponsorship solicitation procedures must be strictly followed.

Can MWR solicit corporate sponsorship from alcoholic beverage companies?

Answer :

The **solicitation** (emphasis added) of alcoholic beverages is not permitted. However, after the beverage for the MWR event is selected through the procurement process, e.g., Bud, Miller, etc., MWR can consider any **unsolicited** (emphasis added) offers for sponsorship by alcoholic beverage companies.

Discount Cards

What is the policy on using discount cards vice books? Where do revenues go?

Answer :

The use of discount cards as payment of fees and charges for use of MWR facilities, programs, and services would be little different from that for using discount/coupon books. The problem is in the recording of the revenue.

The short answer to the questions is that your Support Services Accounting Office would have to establish procedures that enable the crediting of the income associated with any use of a discount card to the activity where the card is presented as payment for fees.

To help you in developing these accounting procedures, it is suggested that you FAX a written explanation of how you plan to structure the discount card program, (e.g., a card punch method with each punch worth \$5.00, a card offering a specified flat discount, etc.) to Roger Moore (PERS-652G), Head, Field Accounting RAMCAS. Roger will work with you in developing local accounting procedures based on how your discount card program is structured.

Emblematic Items

Why can't we (Afloat recreation funds) sell (emblematic items) to (DoD) civilians and other non-crew people? (ships without ships store).

Answer :

Ships without Ship Stores may establish an Auxiliary Resale Outlet (ARO) upon approval of the major claimant to sell emblematic merchandise containing the unit insignia of the organizational unit operating the ARO. The authority for operating an ARO is based primarily on the "convenience" factor, not revenue generation, i.e., a convenient source to purchase these items by unit/ship's personnel. Selling this merchandise off the ship would be in competition with the Navy Exchange. Like MWR, NEX, Commissary, etc., non-DoD civilians are not authorized to use or purchase from these activities. This is not Navy policy, it is DoD policy and has its basis in Public Law.

Fund Raising

What is the policy on tenant commands doing fund-raisers for their "MWR" fund? They also have checking accounts. Who is charged with policing these organizations?

Answer

Current policy authorizes Commanding Officers to permit tenant commands to conduct occasional fund-raising events on station, e.g., bake sales, hot dog sales, chili cook-offs, etc., to generate funds to supplement unit allocations. These occasional activities must be conducted during meal periods only at the work office and the additional funds generated must be deposited in the base MWR Fund for credit to the generating unit.

Tenant commands should not be maintaining their own checking account. Unlike unit allocations, which must be used in the year earned, supplemental funds generated through fund-raising events may be carried over into succeeding year(s).

Gift Acceptance

What is the policy on acceptance of gifts/donations?

Answer :

There are two instructions that outline the Navy's gift acceptance policy. They are SECNAVINST 4001.2G and OPNAVINST 4001.D. Both instructions are entitled "Acceptance of Gifts."

It is the Secretary of the Navy policy to decline any gift which, at some future time, might embarrass the Department of the Navy, by the reason of favors expected as a result of the gift, by creating the appearance of a relationship in which favors are granted, or which might result in unwanted publicity for the donor at the expense of the Department.

DoD organizations or DoD personnel cannot solicit gifts. This includes spouses, minor children, or members of their household. If the Navy is offered a gift, the approval authority will depend on the value of the gift. The process of obtaining that approval is contained in the two instructions mentioned above. For additional information about solicitation/acceptance of gifts, contact your local ethics official.

Golf Course

Is it permissible to allow employees to play the golf course free and get free buckets of balls?

Answer:

26 U.S.C. 119 permits meals and lodging furnished for the convenience of the employer to be furnished without tax consequence to the employee. These are some of the only benefits besides the traditional medical, dental, etc., that the IRS does tax. In plain words, if MWR is permitting free golf or free buckets of balls to employees, then MWR must calculate the fair market value of those benefits and withhold taxes accordingly. MWR would also have to add that value to the employee's paycheck even if the employee did not receive any additional money. The only way we know to permit an individual to play for free, if it is not a prize, is when an outside contractor golf pro requires free golf as part of his/her payment, but even that would have to be reported as taxable income.

We have also answered the question if golf marshals may be given free golf for volunteering. Again, the answer is no. Volunteers may be paid for incidental expenses they incur, as a result of their volunteering, but free golf is not an incidental expense; thus it is compensation and taxable as any other

income. The volunteer then would also lose his status as a volunteer and his/her status would then be as an employee.

Grants

If a manager submits a purchase order that exceeds the amount of an NPC grant (e.g., a “Quick Hitter grant”), should the purchase order be approved?

Answer:

Generally, grants provided by NPC represent only the money that NPC is providing for a particular purpose. The question does not indicate whether the expenditure was previously approved through the MWR NAF budget process or by another approval process. If the amount the manager wants to spend has not been budgeted, he needs to get the commanding officer's approval (or MWR director's okay, if so delegated that responsibility).

Internet Access to Instructions/Directives

How do we obtain instructions/directives from the Internet?

Answer:

BUPERS Instructions:

<http://www.persnet.navy.mil/cdrom/Bupinst.html>

OPNAV and SECNAV Instructions:

<http://neds.nebt.daps.mil/Directives/dirindex.html>

DoD Directives:

(1000.1 thru 4999.99)

<http://web7.whs.osd.mil/dodiss/directives/dir2.html>

(5000.1 thru 8999.99)

<http://web7.whs.osd.mil/dodiss/directives/dir7.html>

DoD Instructions:

<http://web7.whs.osd.mil/dodiss/instructions/ins2.html>

Liability Issues

Many bases have unrestricted access, i.e., an “open gate” policy. What liability does MWR have in the case of unauthorized use of MWR facilities by the public when there is no continuous on-site control over facility usage?

Answer :

MWR would not normally be liable in the event of an incident involving unauthorized usage of an MWR facility in a scenario such as this. However, MWR should periodically check its facilities to ensure that users of such facilities are authorized patrons.

Some MWR programs have water activities at beaches and lakes in which access, particularly during non-operating hours and off-season periods, cannot be/is not controlled. What are the liability considerations? Do signs relieve MWR of liability?

Answer :

State laws apply with regard to the Federal Tort Claims Act. The local Staff Judge Advocate should be contacted to determine how this applies at your installation.

Can MWR activities own and operate mechanical bulls?

Answer :

No. Individual MWR organizations **may not** themselves operate hazardous activities because of the inherent risk exposure associated with this activity and the higher potential for losses occurring. However, the MWR organization may enter into an agreement with a contractor to conduct such hazardous activities. The contractor, i.e., the owner who is contracting with MWR to lease this type of equipment, provides at least \$1 million dollar comprehensive general liability insurance policy. This coverage should be at no cost to the MWR organization, and must name the MWR organization and the U.S. Navy as additionally insured under the policy coverage. A "certificate of insurance" from the insurance company should be provided to the MWR organization to provide proof of coverage. The certificate should also state that this insurance is "primary" coverage, and it is not secondary to or contributory with another insurance policy.

Miscellaneous

Is there a way to improve the relationship between local MWR and their Fleet and Industrial Supply Center (FISC) (they don't appear to understand nonappropriated fund procurement and accounting procedures)?

Answer

We have been trying to do this for 30 years! There is nothing in the FAR that requires an APF procurement office to support NAF. The DoD 4105.6 states that they are authorized to support us. NAF is such a small part of their workload and there's not much to gain (in their view) for learning our procedures, which represents such a small amount of their work.

The best way to handle this would be for each local MWR department to cultivate a working relationship with their Supply, FISC, and PWC operations.

What is the policy concerning the impact of THREATCON Alpha on the security aspects for attendance at special events?

Answer :

Commanding officers determine what security measures are necessary at their respective commands. Security requirements, at some locations, may restrict access to MWR special events and other programs. Access to MWR special events and programs is one of many elements to consider when programming such activities.

What kind of relief is available for lost revenue due to THREATCON Alpha?

Answer :

There is no relief from the Central MWR Fund. There are approximately 25 installations that currently have authorization to extend patronage to the general public for the use of selected Category C business activities. It is logical that these operations would be most severely impacted by the establishment of THREATCON Alpha. Of these 25 installations, only a few have reported reductions in revenue. Local MWR managers must make the necessary adjustments to operations to ensure financial solvency. THREATCON Alpha should be treated the same as any other factor that may negatively impact MWR, e.g., operational adjustments required during major fleet deployments.

If a Naval Activity were to lose ALL of its military members, but DON civilians remain, what would happen to the MWR program?

Answer :

The simple answer to your question is that military MWR programs are designed and funded to provide facilities and activities that create the basic community support and recreational infrastructure for military personnel assigned to an installation. Without the presence of military personnel, there would be no requirement for a military MWR infrastructure or the requirement to maintain and operate MWR facilities and programs.

Recently, a retired military member who now works for a contractor ordered 600 mugs to be delivered to the contractor's address. Commercial companies are not authorized use of this facility, and we have had a previous complaint from a trophy/mug/t-shirt company in town about unfair competition. The basic questions are: Are customers allowed to resell items they purchase from MWR facilities, and what is MWR's responsibilities when MWR suspects a customer is buying items with the intent to resell?

Answer:

Purchases in MWR resale operations for the purpose of reselling the items is strictly prohibited. MWR is only allowed to sell items to authorized patrons for their personal use. If a person wants to buy a cup for a gift, that would be OK because it would be a personal gift. But it is doubtful that the individual is buying 600 mugs for his personal use. If I were the outside trophy firm, I'd be yelling bloody murder too. I'd return any deposits already paid and advise the patron that you cannot fulfill his order. There is even the possibility of criminal prosecution for reselling government purchased items when the intent is to sell them to an unauthorized person or entity.

Is MWR permitted to offer a rebate program, i.e., whereby an authorized MWR patron participates in an off-base recreation event of their choice and submits a ticket stub or receipt for reimbursement, in whole or in part, from the MWR Fund?

Answer :

Yes. Rebate programs are often conducted by recreation funds aboard Afloat units. Provided local NAFs are available, MWR departments ashore are also permitted to offer rebate programs for selected off-base **MWR-related activities** (emphasis added),

particularly as a means to supplement their on-base MWR programs.

MWR Fees and Charges

May MWR employees be included in the same fee structure as active duty patrons?

Answer :

DODINST 1015.10 establishes the MWR patronage policy permitting MWR employees, as DOD employees, to utilize MWR facilities. The use and fee charges authorized by that instruction does not separate out MWR employees from the fees charged to all DOD employees. So, whatever fees are charged other DOD civilians must be charged to MWR employees. However, if, for example, a spouse of a military member were also an MWR employee, that spouse would be entitled to free use of the gym as a spouse, not as an employee.

What is the fee policy for active duty use of fitness facilities?

Answer :

There shall be no fees or charges for active duty members and their family members, reserve members and their family members, and retirees and their family members for access to appropriated fund fitness facilities (e.g., fitness centers, gyms, outdoor fields, courts, fitness pools, lap swimming at recreation pools, etc.). There may be a charge for programs and services provided by certified personnel under NAF service contract (e.g., group exercise classes, personal training service, massage service, etc.). Echelon II commands may modify this policy, on a case by case basis, in recognition of local resource or patron demand considerations.

MWR-owned Equipment - Transfer/Sale of

MWR-owned equipment (trailer) was transferred to the American Red Cross (by the command). How does MWR get reimbursed for the equipment? (Comptroller is unresponsive.)

Answer

Policy clearly provides that in no instance will MWR property purchased with APFs or NAFs be donated to any individual or non-Navy organization.

Remember when we discussed auctions and garage sales during the recent Support Services Workshop. Well, we are going to conduct one and was wondering where I could find guidance. I remember hearing items under \$300 could be sold but not sure it that was at the acquisition or book level value? We were going to have one day for authorized patrons only and the following day for the general public. Please let me know where I can find the regulation.

Answer :

Please look at page 1 of enclosure (7) to BUPERSINST 1710.11B... subparagraph 2.b.(4) states that "Not more than annually, excess NAF property having an original cost (i.e., acquisition cost) of \$300 or less may be sold to authorized patrons in a "garage sale, at a predetermined fair market price." Subparagraph 2.b.(3) provides that "... sales should be offered to authorized MWR program patrons prior to being offered to non-Naval individuals or organizations."

Navy Birthday Celebrations

Clarification on support for Navy Balls (e.g., SEABEE, Marine Corps, etc.) Does MWR have to fund all?

Answer :

No. Commanding Officers are permitted to authorize the use of MWR NAFs to support **one** base-wide Navy birthday celebration (e.g., a Navy Ball, or Seabee Ball, or Submarine Ball). MWR NAFs are limited to the purchase of entertainment and decorations (e.g., table flower arrangements) and small mementos. The amount of funding for the ball shall not exceed the following amounts:

Less than 250 attendees	-	\$2,000
251-500 attendees	-	\$2,750
More than 500 attendees	-	\$3,000

Commanding officers may request reimbursement from the CNPC Central Nonappropriated Fund for actual MWR NAFs expended for the event, subject to the limits specified above. Additionally, with regionalization shrinking the number of MWR Funds, reimbursement will be made by site (i.e., base) and not

necessarily by Fund. MWR is authorized to solicit corporate sponsorship for MWR's involvement in the event (e.g., for entertainment, decorations, etc.). Additional information and authority for this program is under ACNPC letter 1710 Ser: 658/00333 of 20 Nov 98.

Patron Eligibility

What is the MWR patron eligibility policy for retired DOD civilian employees?

Answer:

Retired DOD civilians and their family members (both APF and NAF) are authorized limited use of military MWR activities at the discretion of the installation commander. Commanders may open 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. Purchase of merchandise in MWR retail outlets is limited to "convenience" items incidental to daily participation (such as golf tees). "Convenience" merchandise, for instance, **DOES NOT** include such items as bowling balls, golf shirts, golf clubs, most items sold at "Craftech" type centers, boating accessories, outdoor recreation equipment such as tents, sleeping bags, and lanterns, etc.).

Private Organizations and Special Interest Groups

Can local MWR provide accounting support for a private organization?

Answer:

Yes. A Memorandum of Agreement can be established between MWR and the private organization whereby specified support services are provided for a fee. It would be similar to the arrangement with the BQs.

Can BUPERS discuss the differences in more detail between special interest groups and private organizations?

Answer:

Let us first define a Private Organization. A Private Organization is a self-sustaining and non-Federal entity, incorporated or unincorporated, which is operated on a DoD

installation with the written consent of the installation commander or higher authority, by individuals acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Federal Government. Private organizations are not NAFIs and may not operate as a function of the MWR program. The nature, function, and objectives of each private organization will be delineated in a written constitution, by-laws, charter, articles of agreement, or other authorization documents acceptable to the commanding officer.

Commanding officers are responsible for approving private organizations on their installation, and providing supervision.

Private Organizations will be self-sustaining, primarily through dues, contributions, service charges, fees, or special assessment of members.

Private organizations have their own bank account.

Private organizations are required to purchase and maintain liability insurance according to the reference listed in Section 301.c to protect the Navy and individual members against liability claims.

A private organization should not offer programs or services similar to either appropriated or nonappropriated fund activities on a Navy installation and shall not compete with, but may, when specifically authorized in the approval document, supplement those activities.

MWR is authorized to provide minimal logistical support dependent on the type of private organization. There will be no financial assistance to a private organization from a nonappropriated fund instrumentality in the form of contributions, repairs, services, dividends, or other donations of money or other assets. Unlike private organizations, special interest groups (e.g., karate, theater, photography, or other similar MWR oriented clubs) are part of the MWR program and composed of authorized MWR patrons who come together for mutual recreation participation and enjoyment. They are organized as a direct extension of the MWR program and their activities normally benefit the individual. Additionally, the program service, event or activity supported by the special interest group is often self-sufficient (i.e., user fees generally cover associated special interest group costs). Membership in special interest groups is limited to authorized MWR patrons.

MWR support, both financial and logistical, should be carefully monitored and also restricted to those activities, which have the potential of improving the total capacity of the MWR program.

Special interest groups operating under the MWR department are entitled to coverage under the CHNAVPERs self-insurance program and other logistical support, (i.e., vehicle transportation, the loan of equipment, etc.) at no cost to the special interest group.

Recycling

I understand that at least 50 percent and up to 100 percent of the proceeds from the sale of recyclable solid wastes can be distributed to the local MWR department supporting MWR activities. "At least 50 percent" implies to me that MWR is suppose to get some money from recycled items. "Can be distributed..." leaves it rather vague to me. Doesn't indicate that it has to be distributed to MWR. So I find this conflicting. My MWR department has not gotten anything from recycled goods in nearly a year and when I ask the environmental folks they say that the money now goes back to recycling operations and only if there is extra do they consider giving anything to MWR. Can you provide clarification of the policy in regards to the distribution of recycling proceeds?

Answer :

The law says that at least 50 percent of the **proceeds** (emphasis added) of a recycling program must go to MWR, but the law also provides that the cost of the operations must be paid first and then of the remaining proceeds, at least 50 percent and up to 100 percent, may go to support MWR programs. Suggest you check to see if the environmental folks are covering the cost of operations and have any remaining proceeds that they're using to pay other base expenses not related to the recycling program. If so, MWR's entitled to some money. As an aside, the cost of recycling has become increasingly expensive in the past five or so years; we now have only about 25 bases where MWR receives money from the local recycling program.

My MWR department administers a recycling program that is being subsidized with MWR NAFs (i.e., it loses money). My command wants to continue the operation. Should MWR continue administering the recycling program?

Answer :

No. Recycling programs are appropriated fund (APF) programs and NOT MWR mission-related programs. While MWR is permitted to

administer such programs, Sailor's MWR NAFs should not be used to subsidize them. The command should transfer operation of the recycling program to Public Works or other on-base APF function.

Is it allowed to use the USA Practice to fund some or all expenses associated with MWR's operation of recycling programs?

Answer :

No. The USA Practice is an APF support mechanism for funding expense elements of MWR mission-related programs. Recycling programs are not MWR mission-related programs. Funding support for recycling programs should come from non-MWR APF sources.

Resale

Can MWR Category A activities have resale?

Answer :

Yes. Resale activities located in Category A (or B) facilities/programs are operated as ancillary Category C functions. But, financial transactions for these functions should be recorded in the activity where located, (e.g., paid admission theater concessions are usually recorded in Department 05 of Activity 50; fitness merchandise retail at the gym in Department 03 of activity 61, etc.).

Sailor of the Year Support

Is it authorized to use MWR NAFs to fund small medallions for Sailor of the Year or Sailor of the Quarter?

Answer :

Commanding officers are authorized to use MWR NAFs in the amount of \$50 per Sailor of the Year, not to exceed a total of \$500 per MWR Fund per year, for Sailor of the Year recognition or appreciation events/awards."

Satellite Television Support

Can my command pay for satellite television viewing services using the \$1,000 NPC

afloat recreation grant it just received?

Answer :

Yes. The command can use MWR/fleet recreation monies to pay for satellite viewing services, assuming the entire command has access (i.e., available in a common area).

There is a small catch. The command needs to submit the "contract" or "proposed agreement" of the commercial satellite service provider to the Naval Media Center (formerly the Navy Broadcasting Service [NAVBCSTVC]) for review. They will bless the agreement, and once done, you are good to go.

Can MWR NAFs be used to pay for satellite viewing services at bachelor quarters and base housing?

Answer :

No. Use of MWR NAFs is limited to paying for subscription of satellite/cable television viewing services in appropriate MWR facilities. Proper facilities are to be common areas of barracks, in MWR installations, etc. But not into individual homes, etc. To quote the policy, "The use of NAF to defray or subsidize the cost for installation, maintenance, operation, or subscription of satellite/cable fed television viewing services for an individual's or family's quarters, or at any other non-MWR facility or location, is prohibited."

Sports Officials

The sports officials association that officiates our intramural sports says they can not afford the cost of insurance that MWR policy requires. Currently, the association does not have insurance. The president of the officials association has his folks sign a waiver of liability when they conduct the officiating on the base. I believe this lack of insurance has been the practice for many years here. I need to keep the program going, but also must have logic prevail, can't afford any more costs associated with this program. Any thoughts?

Answer :

There's no "work around" for this issue. Liability insurance is required for all contractors. I spoke with a person who is part of an "Officials Association." He told me that he wouldn't want to be an official without this insurance in case an athlete got hurt and sued everyone in sight due to contributory negligence. Additionally, this insurance is relatively inexpensive.

Recommend ascertaining the cost of the insurance with the local Officials Association before agreeing to any contract price increase.

Tenant Command Support

Who is responsible for providing MWR support for Navy commands tenanted on Army/Air Force bases?

Answer :

It is the responsibility of the host Service (i.e., the Army, Air Force or Marine Corps) to provide for Navy organizations tenanted on bases of another Service. With respect to unit allocations, a Navy command tenanted on a base of another Service will be afforded the same treatment as is provided to tenant commands of the host Service. If tenant commands of the host Service are provided unit allocations, then tenant commands of other Services at that installation should also receive unit allocations. However, if it is not the policy of the host Service or the base to provide unit allocations, then a tenant command of another Service would not receive unit allocations.

I've been asked to see what I can do to assist one of our Navy units tenanted on an Air Force installation. The Navy command is a Navy Helicopter Squadron consisting of approximately 500 persons, located on Anderson Air Force Base, Guam. The Navy Squadron currently receives unit allocation funds from the Air Force in the amount of \$7 per person per year, however the Air Force takes \$6 of that allowance and retains it for funding of base-wide parties and special events. The remaining \$1 is given to the squadron for their annual Christmas party. We have been asked by the squadron for support from the Regional Navy MWR Department. My questions are: 1) Is the \$10.00 per man per year a Navy figure that the Air Force has not adopted or is it DoD wide? 2) Is there anything we can do about the Services Squadron retaining \$6.00 per year for special events? 3) Can I, in a "Regional Capacity," do anything to support HC-5 with unit funds?

Answer :

According to DODDIR 1015.1 (which SECNAV implemented by SECNAVINST 5401.2), "When organizations, units, or individuals of a Military Department or Defense Agency are stationed, either within the United States or overseas, at an installation of another service, the installation commander's responsibility for NAF instrumentalities and the responsibility for the provision of funds devolves upon the command of the installation at which such organization, unit, or individual is stationed. DoD

organizations or units so stationed shall be afforded NAF benefits and facility use privileges on the same basis as those afforded organizations or units of the parent service of the installation. All personnel of tenant organizations and units shall be afforded equal opportunity to participate in MWR programs; to obtain membership in MWR activities, if applicable; and when Departmental policies provide for distribution to be made on this basis, to be counted for purposes of distributing NAFs."

Bottom-line: HC-5 is a tenant command of Anderson AFB. The Air Force is required to provide them the same level of support that it provides to its own Air Force tenants. The issue here is equitability. The Navy should not be afforded more (or less) MWR/NAF benefits than the other tenants at Andersen AFB receives.

Answer to Question Number 1: Each Service establishes policy concerning Unit Allocations, if any, including the amount provided. The Navy's policy of \$10.00 per man/year is Navy policy. It's not an amount established by DOD.

Answer to Question Number 2: I'm not sure if Andersen AFB would be agreeable to HC-5 retaining the additional \$6.00. Probably not because of the equitability issue. The Air Force, like the Navy, wants to ensure that all tenants of an installation are treated the same. However, you can always ask them (Andersen).

Answer to Question Number 3: No. Not according to the policy of Inter-Organization Host/Tenant NAFI Relationships contained in DODDIR 1015.1.

Unit Allocations (Funds)

More guidance on unit allocations – How do you determine who is eligible for what funding? For example, students are assigned to the school, which is a tenant, but are working at the hospital for 6 months at a time. Who do those people belong to? Students generally feel they belong to the hospital.

Answer :

Commanding officers should establish local policy governing the unit allocation program on his or her base. This policy should also include how personnel are counted and reported, including cases where an individual is assigned to one command and works in another.

Is there a standard for use of unit allocations?

Answer :

There is no change in the policy on the use of Unit Allocations. The commanding officer may authorize unit allocations of \$10.00 per active duty per year for each tenant organization. MWR is the trustee for MWR nonappropriated funds (NAFs), which are our Sailors' dollars used in support of MWR programs for the **collective benefit of all** authorized patrons. The same applies for use of unit allocations by tenant commands. Expenditure of unit allocations for activities, events, and services that are not available to all members of the tenant command should not be permitted.

Occasionally, a host or tenant command will want to use NAFs in support of a function that is clearly a command responsibility, e.g., Change of Command Ceremony. Such events are command functions and should be supported with appropriated funds (APFs). This does not preclude the command from contracting with MWR for services that MWR is in a position of providing, e.g., food and beverage services, for a command function event.

Unit allocations are funds that stay in the MWR Fund until used to pay for authorized purposes upon request by the tenant's commanding officer/OIC.

Occasionally, we learn of tenant organizations maintaining a separate bank account consisting of unit allocations, as well as funds generated through occasional fund raising events, hot dog sales, etc. Separate bank accounts by the tenant organization are prohibited. The MWR Director is required to approve the expenditure of these unit funds using the same criteria as for any other MWR purchase.

Can you please issue or direct me to the guidance on the accounting of Unit Funds? I have read the information in BUPERSINST 1710.11B and although it covers what the funds are used for, it does not instruct how to account for this money in RAMCAS. Does it come out of the G&A account, does it have another activity number? (right now the fund is using activity 67 which looks funny with all these expenses hitting this activity). Should we be "restricting" these funds to pull from? Is it just an expense that hits the financial statement somewhere? Should we obtain a count of active duty military on station each fiscal year, determine the amount of funds to be distributed, and set up an account for each department and tenant? The requirements are not completely clear on this.

Answer :

When unit allocations are paid to the tenants, you should be recording them to 67-786-00. This is the ONLY thing that will be charged to that account and sometimes it's the ONLY thing in Activity Code 67 (depending on if the MWR Department uses that Activity Code for something else. We expect that most Activity Code 67's will only have Unit Allocation disbursements recorded there and yes it does look strange.

Remember that tenants can draw their funds monthly, quarterly, yearly, or two quarters at a time, etc., whatever the host installation commander wants the local procedure to be. Tenants must, however, provide a memorandum requesting unit funds (specifying the quarter(s) requested) signed by their CO/OIC and with the memo going to the MWR Director. They must also attach a copy of their current roster of military members. They will be paid based on that roster. Per the instruction, they must also provide receipts to support their expenditures using the unit funds, however, many MWR Accounting Departments experience difficulty with that requirement. You may want to send a memo to all tenants giving them your guidance on submitting requests, request memorandum format, roster requirements, receipts, etc., just to ensure everyone knows what's expected of them. Also, in your memo, you may want to put your Accounting Department's requirement for turnaround of the actual check (e.g., you might need 2 days to get the check ready) so that they can come in with the request with some forethought.

I would NOT restrict cash for these expenditures - they aren't "capital expenditures."

With respect to your question regarding creating an account for each tenant, I suspect you are referring to some kind of "subsidiary ledger." Of course you can't create a general ledger account, but if you wish, you could use the BLAS system and using the Annex or Sub-Department, create a "subsidiary" ledger "account" for each tenant. This does NOT roll up to RAMCAS, but it may help you track which tenant you have paid and how much. If using BLAS and annexing seems to be too much work, you can just use an Excel spreadsheet to track which tenant has been paid and how much. Remember, you MUST record the checks cut to the tenants using 67-786-00!

Can we withhold unit allocations for those tenant commands having profitable AROs?

Answer :

Yes. The governing instruction for the operation of AROs (OPNAVINST 4060.4B) provides that the host installation commander has the discretion to decrease the amount of unit allocation funds for units operating AROs to compensate for profit income generated by the ARO.

The Host Installation Commanding Officer establishes local "unit allocation" policy in which he sets forth guidelines for the unit allocation program on his/her base. The guidelines would include information concerning unit allocations for tenants that operate AROs.

USA Practice

Is it allowed to use the USA Practice to fund some or all expenses associated with MWR's operation of recycling programs?

Answer :

No. The USA Practice is an APF support mechanism for funding expense elements of MWR mission-related programs. Recycling programs are not MWR mission-related programs. Funding support for recycling programs should come from non-MWR APF sources.

Use of Facilities

We have a patron who has privately hired a tennis instructor to teach his kids tennis lessons using our indoor courts. The instructor is a non-DOD civilian and is using this venue to solicit additional business. What is the policy concerning the use of Navy facilities by this instructor?

Answer :

When this tennis instructor becomes a paid instructor/service provider, that individual loses his status as a "visitor," same as a patron would lose his status if he were using our spaces for private gain. Once the instructor has lost his visitor status, he becomes an unauthorized, compensated service provider, i.e., no MWR service contract, no insurance, conflict/compete with services already provided by MWR. As for commercial solicitation (e.g., handing out business cards or soliciting additional business), there is a DoD instruction regarding the commercial solicitation onboard military installations -- the CO has absolute authority. No one has a

right to solicit -- it is a privilege that can be granted when, how, where, etc., by the CO. Suggest you get some help from your local Staff Judge Advocate.

Is it appropriate to permit the operation of "Flea Markets" at MWR facilities?" The proposal is to rent spaces in an MWR facility for authorized patrons to sell personal possessions.

Answer :

From an MWR perspective, there's no problem with a Flea Market concept, provided that it is truly a Flea Market and doesn't infringe on the primarily mission of MWR and Navy Exchange activities. However, all such proposals should be chopped through the local Staff Judge Advocate to guard against potential conflict with government standards of conduct.

Use of NAFs

Is the use of NAFs authorized for the purchase of business cards?

Answer

At long last it has been determined that Nonappropriated funds (NAF) may be used to purchase business cards. Following a ruling by the Attorney General of the United States that appropriated funds (APF) may be used to pay for business cards within the Executive Branch of the government, it has been decided that NAF may also be used.

MWR Directors may authorize the purchase of business cards after determining that the MWR employee has significant dealings, as determined by the MWR Director, with outside organizations, both private and governmental, which further the MWR mission. The cards may contain the employees name, title, work address, work telephone numbers (both commercial and DSN), fax numbers and e-mail address. They may not contain home address or numbers.

These cards may not be used for social purposes, only in conjunction with the employee's duties. Therefore, the MWR Director should only authorize business cards for those employees who have significant outside business dealings in either producing business or commercial sponsorship opportunities, have significant exposure to seniors in the chain of command, or deal with vendors or the general public where business cards are customarily exchanged. MWR Directors and

Deputy Directors may have their cards produced and paid for with NAF. There are many programs available to make business cards on most any computer system; therefore, the MWR Director may want to require that all business cards be produced in-house where the capability is already present within the organization. For any questions concerning the authorized use of business cards, please contact the MWR Legal Counsel, George Holz.

The USPS Post Office on base will be eliminating retail postal operations (selling stamps, selling boxes and express mail envelopes/boxes and mailing packages at their window). Is this something that MWR could get involved?

Answer:

As you know, this function is not an authorized function of MWR by OSD or Congress. Perhaps a total APF entity, such as the Supply Department, could get involved with the postal business as is done at afloat units? Regardless, whomever does this will have to sell the merchandise at the USPS retail price and will have to absorb the operating costs of the function.

Is there anything prohibiting MWR from buying fireworks and giving them to the city to assist in providing their 4th of July celebration?

Answer :

Absolutely prohibited. A city's 4th of July celebration is not an MWR event even when there's some type of "cooperative" arrangement between the city and the base. That "cooperative" arrangement does not include the use of MWR NAFs. Use of MWR funds is authorized for only those purposes related to the official MWR program.

Use of MWR Activities by Non DoD Civilians

What is the waiver policy for civilian use of Category C MWR activities?

Answer :

The commanding officer may request (via his/her Echelon II) authority from the Chief of Naval Personnel to extend patronage of specified Category C MWR activities to the public on a continuous basis. Approval of this request cannot be delegated below the Chief of Naval Personnel level. Such request must include the following:

- 1) certification, for each Category C facility for which civilian use is being requested, that adequate facilities are available and currently underutilized (i.e., there is excess capacity) by authorized patrons;
- 2) written agreements from local government officials, e.g., mayor, county administrator, city manager, or other appropriate community leaders, indicating that they have no objections to expanded use of the specific Category C MWR program(s);
- 3) written support from the local chamber(s) of commerce indicating support for expanding patronage of the specific Category C MWR program(s) to the public;
- 4) information indicating that use of these MWR Category C activities by the public is beneficial to both the Navy and the civilian communities; and
- 5) no conflict exists with Federal, State, or local laws.

Payment of fees/charges at a level higher than required of primary patrons, which are sufficient to prevent subsidization of civilian interests by the military population, is required. Use of Category C facilities by the civilian public excludes the purchase of large ticket items in retail shops, e.g., golf clubs, golf shirts, bowling balls, bowling shirts. The sale of merchandise required for that day's use is permitted. Existing agreements with the motion picture industry preclude opening MWR theaters to the public for the exhibition of movies.

Additionally, consideration to extend patronage of Navy Flying Club activities to the public will not normally be favorably considered.

Provided that all the requirements of the request are contained in the request package, approval should take no longer than 3 weeks after the package reaches PERS-658. Seventeen bases have approval to extend patronage to the public for selected MWR Category C activities. Many of these, particularly early on, were approved in less than 7 days. One request took almost 3 months. You can expect a relatively routine request to take less than 3 weeks from the time we (PERS-658) receive the request. If you'll FAX the request package to PERS-658C, the request package will be on its way to Washington in less than 48 hours.

If extension of patronage to the public is approved, it is approved on a continuous basis and is provided without any requirement to resubmit the request. However, it would be appropriate for commands to periodically review the overall usage of these MWR Category C activities to ensure that excess capacity still exists.

What is BUPERS Policy regarding opening aerobics, swimming, other Category A & B activities to the local community? Is this possible when involved with community in partnership?

Answer :

Non-DoD civilians are not authorized to use Category A, B, or C MWR facilities on a regular basis. This is not Navy policy; it is Department of Defense policy. The commanding officer is authorized to permit guests of authorized patrons to use MWR facilities when accompanied/sponsored by the authorized patron. The commanding officer is also authorized to permit the civilian public to use MWR facilities on an occasional/infrequent (not weekly/monthly) basis for community/public relations efforts, e.g., open houses, etc. While OSD authorizes commanding officers to open Category C facilities to the public when there is excess capacity upon request to and approval by CHNAVPERS, there is no such authority for Category A and B activities. A request would have to go to the Office of the Secretary of Defense.

What is the policy concerning use of Category A and B MWR facilities by the civilian public, i.e., non-DOD civilian individuals and groups?

Answer :

Use of Category A and B MWR facilities and programs by the civilian public is not authorized. Approval for civilian use of MWR Category A and B facilities rests with the Assistant Secretary of Defense (Force Management Policy) level. OSD has not favorably considered such requests in the past.

Vehicle Claims

Need a clear-cut instruction on vehicle accident/damage that does not intimidate the driver/Sailor.

The BUPERS Risk Management Manual (BUPERSINST 5890.1) contains some very basic (non-intimidating) steps to follow when one of our MWR NAF vehicles is involved in an accident. These procedures are similar to what any of us would do as private citizens in the event of an accident, e.g., seeking immediate medical attention for the injured, calling the police, getting names and addresses of involved parties and witnesses. MWR informs the local Legal Officer or SJA and will coordinate any claims adjudication with the regional Navy Legal Servicing Office (NLSO) supporting your base.

These procedures appear to be clear-cut from an MWR perspective. However, drivers involved in vehicle accidents may be required to follow additional processes and procedures that have been established by local commands.