



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
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CNATRASTAFFINST 1710.1
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CNATRA STAFF INSTRUCTION 1710.1

Subj: OPERATION OF MORALE, WELFARE, AND RECREATION (MWR)
PROGRAM

Ref: (a) BUPERSINST 1710.11C

1. Purpose. To publish detailed instructions for the management of the Commands Morale, Welfare, and Recreation (MWR) program.

2. Discussion. Per reference (a), the mission of the local MWR program is to provide quality, varied programs of wholesome and constructive recreation and social activities for Navy personnel and their family members. In order to most effectively and efficiently provide these services, a detailed description of program organization and responsibilities of designated personnel is essential. This instruction does not, in any way, supersede reference (a), but rather delineates its fulfillment within Chief of Naval Air Training (CNATRA).

3. Definitions. The following applies when used throughout this instruction:

a. MWR Director. An individual appointed to exercise administrative and executive control over the MWR program and charged with accountability when accountability is not otherwise assigned. He/she is the Chief Financial Officer of the MWR program and its Non-Appropriated Fund Instrumentality (NAFI).

b. MWR Fund. The MWR committee will develop an annual plan to raise Non-Appropriated Funds (NAF). This NAF plan will assign monthly goals that allow an operating fund to support all command sponsored events and staff morale events.

c. Non-Appropriated Funds (NAF). Cash and other assets received from sources other than monies appropriated by the Congress of the United States, primarily from sale of goods and services to the Department of Defense (DoD) military personnel and their family members, which is used to support or provide MWR programs. NAFs are government funds. NAFs are used only for the collective benefit of military personnel, their family

members, and authorized civilians who generate them. These funds are separate and apart from funds that are under the direct cognizance of the Treasurer of the United States.

d. Non-appropriated Fund Instrumentality (NAFI). An integral Navy organizational entity that performs an essential government function. It acts in its own name to provide or to assist other Navy organizations in providing quality of life programs for military personnel and authorized civilians. As a fiscal entity, it maintains custody of and control over its NAFs. It is also responsible for the exercise of reasonable care to administer, safeguard, preserve, and maintain prudently those appropriated fund resources made available to carry out its function. It contributes, with its NAFs, to the MWR programs of other authorized organizational entities. It is not incorporated under the laws of any state or the District of Columbia and it enjoys the legal status of an instrumentality of the United States.

e. Patron Advisory Group. Authorized members of the MWR program, acting in an advisory capacity in regards to the MWR program.

4. Operation. The following outlines the roles and responsibilities within the CNATRA MWR program:

a. Chief of Staff:

(1) Responsible for the financial condition, to include solvency, stability, and dissolution of MWR funds.

(2) Conduct regular fiscal oversight reviews of the MWR activities under his authority.

(3) Designate in writing an O-3 and above or GS equivalent as the MWR Officer.

(4) Designate in writing an E-7 and above or GS equivalent as the MWR Committee Chairman.

b. MWR Officer:

(1) Fulfills the role of MWR Director and is accountable to the Chief of Staff for the program content, financial integrity, health and accomplishment of the MWR mission.

(2) As the overall administrator and manager, ensure the program continues to improve the morale, sense of well-being, and quality of life of naval personnel and their family members.

(3) Shall have direct access to and maintain control of the Command MWR Fund which shall be held at a reputable bank or credit union. Records detailing fund transactions shall be kept to include monthly statements, deposits, and expenditures with receipts. These records may be tracked digitally (e.g. Excel spreadsheet, etc.) provided an organized printout can be made for presentation.

(4) Submit account documentation to the Command Funds Audit Board, for fiscal year audits no later than the 15th of October. Audits shall also be performed for Change of Command and MWR Officer turn-over within 15 calendar days. All audits will be routed to the Chief of Staff via the N1 Assistant Chief of Staff and Senior Enlisted Leader (SEL).

c. MWR Committee:

(1) Overview. The purpose of the MWR Committee is to fulfill the role of the Patron Advisory Group and ensure that the MWR program continues to provide CNATRA Sailors and Civilians with desired functions and services to continuously improve morale and well-being. Meetings should be held at least once a quarter. Committee members must act as a two-way line of communication, providing suggestions for, voting on, and executing future social and fundraising events as well as informing fellow Staff members of MWR plans. Members must have at least 12 months remaining until their scheduled PRD in order to be eligible for elected positions. The MWR Committee does not have management administrative control, or custody of the MWR fund. Committee members may handle funds during the fund raising process' however all funds shall be turned over to the MWR Officer within 72 hours of the completion of any event.

(2) MWR Officer. O-3 and above or GS equivalent designated by the Chief of Staff. The MWR Officer shall sit on the MWR Committee as a non-voting member and provide financial information and guidance regarding the status of the MWR Fund. When necessary, he/she will also provide the Committee President with overall program direction.

(3) Chairman. E-7 and above or GS equivalent designated by the Chief of Staff. The Chairman will oversee all meetings as a non-voting member, except in the event of a tie at which time he/she will cast the decisive vote. The Chairman will act as the direct representative of the MWR Officer in his/her absence.

(4) President. E-6 and above or GS equivalent selected annually by the MWR Officer and Chairman. With the help of the committee, the President shall propose and plan command social and fundraising events per direction and goals provided by Chairman, MWR Officer, or higher authority. The President will develop an annual plan to raise Non-Appropriated Funds (NAF) and ensure the committee works as a team to meet all goals set.

(5) Vice President. E-5 and above or GS equivalent selected annually by the MWR Officer and Chairman. The Vice-President will act as President in his/her absence. The Vice President is responsible for coordination of physical spaces for meetings and events as well as ensuring meetings and events are conducted on schedule.

(6) Secretary. Elected annually by members of the MWR Committee. Each member's single vote will count equally and the majority vote winner will be designated. The Secretary will record minutes from each committee meeting, to include roll call, and provide copies to the Vice-President, President, Chairman, and MWR Officer via MS portal SharePoint.

d. MWR Patron Advisory Group Members. At least one person per N-code shall be designated in writing as an MWR Patron Advisory Group Member. Each member has one count towards all votes and shall be in attendance at each committee meeting unless operational requirements do not allow. Members must be eager and available to participate in MWR functions.

5. Fundraisers. All fundraisers will be conducted per reference (a). All fundraiser money shall be managed by the departmental MWR member and turned over to the MWR Officer within 72 hours of any fund raisers completion.

6. Annual Command Sponsored Events. For the purpose of team building and fostering camaraderie across the departments and family members the CNATRA staff will hold a command function three times a year. In order to provide the necessary leadership to make these events a success and to share the workload the MWR Officer will designate a MWR Committee member as the lead, each event will be lead by a different MWR committee member each time. This will mean the MWR representative assigned will have the lead and will be charged to build a team of volunteers from within the command to include other department MWR committee members when needed. To ensure the command functions meet the entire staffs' desire all events will be presented before the MWR committee for approval and authorized budgeting. The below events and fund raising plan will continue until this instruction is revised.

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| a. CNATRA Event Calendar | Functions |
| October | Navy Birthday |
| December | Holiday Open House |
| December | Holiday Party |
| January | Black History Month |
| February | Women History Month |
| April | Asian/Pacific Heritage month |
| July | Summer Picnic |
| August | National Aviation Day |
| September | Hispanic Heritage Month |
| b. CY 2012 Fund Raising Calendar | Department |
| August 2012 | N6 Fund Raising |
| September 2012 | N7 Fund Raising |
| October 2012 | N00/N1/PAO/Reserve Fund Raising |
| November 2012 | N8/Legal/Safety Fund Raising |
| December 2012 | MWR Fund Raising |

Note: The above five months will be to finalize CY-12 and effective January 2013 the new FY rotation will be in effect.

c. FY Fund Raising Calendar	Department
October	MWR Fund Audit
October	N3 Fund Raising
November	N4 Fund Raising
December	N6 Fund Raising
January	N7 Fund Raising
February	N8/Legal/Safety Fund Raising
March	N00/N1/PAO/Reserve Fund Raising
April	N3 Fund Raising
May	N4 Fund Raising
June	N6 Fund Raising
July	N7 Fund Raising
August	N8/Legal/Safety Fund Raising
September	N00/N1/PAO/Reserve Fund Raising

Note: This rotation will be effective January 2013 and until this instruction is revised.

C. HOLLINGSWORTH
Chief of staff

Distribution:
CNATRA Website