



DEPARTMENT OF THE NAVY

TRAINING SQUADRON NINE
101 FULLER ROAD SUITE 221
MERIDIAN, MS 39309-5404

TRARONNINEINST 1710.1H
N124
29 Jul 2016

TRARON NINE INSTRUCTION 1710.1H

From: Commanding Officer, Training Squadron NINE

Subj: MORALE, WELFARE AND RECREATION COMMITTEE AND FUNDS

Ref: (a) BUPERSINST 1710.11 (Series)
(b) CNICINST 1710.3 (Series)

Encl: (1) Unit Allocation Expenditure Request Letter

1. Purpose. This instruction sets forth the basic regulation pertaining to the operation and administration of the Squadron Morale, Welfare and Recreation (MWR) Committee and Funds.

2. Cancellation. TRARONNINEINST 1710.1G

3. Background.

a. Reference (b) establishes the regulations and procedures pertaining to the operation and administration of local and composite MWR funds.

b. There are two distinct MWR funds: the Composite MWR Fund and the Squadron MWR Fund.

c. Composite MWR Fund.

(1) In accordance with references (a) and (b), the MWR Director, Naval Air Station (NAS), Meridian, Mississippi is responsible to the NAS Commanding Officer (CO) for administering the Composite MWR Fund.

(2) Per reference (b), Training Squadron NINE (VT-9) is normally allocated \$10.00 per person per year maximum as its share from the NAS Meridian Composite MWR Fund.

(3) Composite MWR funds are to be used for "all hands" events or parties, and spending should be documented with receipts or contracts.

d. Squadron MWR Fund.

(1) The Squadron MWR Fund contains money and property which the squadron has accumulated through periodic voluntary fund-raising events such as food sales, raffles, yard sales, etc.

(2) Composite MWR funds are not to be mingled with Squadron MWR Funds. They need to be kept in separate cash boxes or bank accounts with separate accounting.

4. Action.

a. Squadron MWR Officer.

(1) Shall manage and safeguard all Composite MWR Funds allocated to VT-9.

(2) Shall manage and safeguard VT-9's Squadron MWR Fund.

(3) Shall maintain records of all income and expenditures from these funds, including receipts and logs for fund-raising, donations, receipts, contracts, and sales in accordance with references (a) and (b).

(4) Shall prepare and submit enclosure (1), Composite MWR Fund and Unit Allocation Expenditure requests for VT-9 all hands activities to the NAS Meridian MWR Director, as directed by the VT-9 CO.

(5) Shall chair the Squadron MWR Committee, which makes recommendations for fund-raising activities and spending of funds.

(6) Forward suggestions and inputs from the Squadron MWR Committee through the VT-9 CO to the NAS MWR Committee.

b. Squadron MWR Committee.

(1) Members include the MWR Officer (Chairman), the Student Control (STUCON) Officer, and voluntary members as approved by the CO. Base residents are particularly desirable.

(2) The Committee shall meet at the discretion of the Committee Chairman.

(3) The Committee shall be responsible for planning, organizing and directing squadron MWR activities, and for disseminating inputs for improvements to the NAS MWR activities to the NAS MWR Committee via the Squadron Executive Officer (XO) and CO.

(4) The Committee shall be afforded the opportunity to inspect the MWR accounts and records at any time.



T. M. D'ANTONIO

Distribution:
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TRARONNINEINST 1710.1H
29 Jul 2016

Unit Allocation Expenditure Request Letter

7000
Ser N00/XXX
XX Jan XXXX

From: Commanding Officer, Training Squadron NINE
To: Morale, Welfare, and Recreation Director (N22)
Via: Morale, Welfare, and Recreation Business Manager

Subj: UNIT ALLOCATION EXPENDITURE

Ref: (b) CNICINST 1710.3 (Series)

1. It is requested that a check in the amount \$1,570.00 be issued to Training Squadron NINE.
2. This request is for the purpose of a Staff and Student Christmas Party to be held on XX December 201X.

COMMANDING OFFICER

FIRST ENDORSEMENT

From: Morale, Welfare, and Recreation Director (N22)
To: Commanding Officer, Naval Air Station Meridian, MS

1. Per reference (a), availability of funds.
2. Adequate funds are available or not available for the requested expenditure.

MWR DIRECTOR

Enclosure (1)

“FOR OFFICIAL USE ONLY – Privacy Sensitive:
Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties.”