



DEPARTMENT OF THE ARMY
HEADQUARTERS, III CORPS AND FORT HOOD
1001 TANK BATTALION AVENUE
FORT HOOD, TEXAS 76544-5000

AFZF-CG

JUN 05 2019

**COMMANDING GENERAL'S
POLICY LETTER #12**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Guidance on Use of Nonappropriated Fund (NAF) Unit Funds and Official Representation Funds (ORF)

1. References:

a. Army Regulation 215-1 (Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities), Chapter 6, Unit Funds, 24 September 2010.

b. Army Regulation 37-47 (Official Representation Funds of the Secretary of the Army), 21 June 2018.

2. Purpose: To provide implementation guidance and make Family and Morale, Welfare and Recreation (FMWR) mandatory for utilization of Official Representation Funds (ORF) or Nonappropriated Fund (NAF) Unit Funds to support unit level programs and services.

3. Applicability: The guidance applies to all Fort Hood units receiving authorizations to execute ORF functions or NAF issued funds for unit benefits.

4. Policy:

a. Official Representation Funds:

(1) When executing ORF funds, all units are required to pursue FMWR services and programs first. Units must plan and coordinate with MWR services in advance of the event.

(2) Prior to seeking quotes from off-post vendors for goods or services, a Statement of Non-Availability of FMWR services from the Directorate of Family and Morale, Welfare and Recreation is required for ORF fund execution.

b. MWR Issued Unit Funds:

(1) All units are required to utilize FMWR services and programs when executing their MWR issued funds. Units must plan and coordinate with MWR services in advance of the event.

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(2) Units cannot use their MWR-issued funds for off-post vendor goods or services.

c. The following non-inclusive list gives a summary of mandatory MWR services available:

(1) Club Hood Catered Food:

(a) Take out breakfast, lunch, dinner, and finger foods

(b) Dine-in breakfast, lunch, dinner, and finger foods

(c) Served or buffet meals

(2) Room or Facility Rentals:

(a) Club Hood, Phantom Warrior Center, Community Events & Bingo Center

(b) Meetings, trainings, classes, special events, etc.

(c) Special events (e.g. Military Balls and Holiday parties)

(3) Apache Arts and Crafts:

(a) Engraving on glass, wood or metal

(b) T-shirt printing

(c) Unit coins

(4) Recreation Equipment Checkout:

(a) Grills, coolers, inflatables, tables, chairs, etc.

(b) Belton Lake Outdoor Recreation Area

(c) Pavilion rentals

(d) Gate fees for Organizational days

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5. Expiration. This policy memorandum will remain in effect until superseded or rescinded.

6. The point of contact for this policy is Mr. Michael C. Ernst, Acting Director of Family and Morale, Welfare and Recreation, at (254) 287-7803 or michael.c.ernst.naf@mail.mil.



ROBERT P. WHITE
Lieutenant General, USA
Commanding

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