



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON
2837 BOYD AVENUE
FORT HUACHUCA, ARIZONA 85613-7001

IMHU-ZA

13 Oct 2020

MEMORANDUM FOR IMHU-MW (Directorate of Family and Morale, Welfare, and Recreation)

SUBJECT: POLICY 20-39, Revenue Sharing Program – Golf Lessons

1. References:

a. Army Regulation (AR) 215-1, Military Morale, Welfare and Recreation Programs and Non-appropriated Fund Instrumentalities

b. AR 215-3, Nonappropriated Funds (NAF) Instrumentalities Personnel Policy

2. Purpose: In accordance with AR 215-3, paragraph 9-7a, this policy establishes a Revenue Sharing Program for all regular NAF employees that provide Golf Lessons at the Mountain View Golf Course. A copy of this Revenue Sharing Program will be provided to the Deputy Chief of Staff, G-1 (DAPE-CPN), 6010 6th Street, Building 1465, Mail Stop 5595, Fort Belvoir, VA 22060-5595.

3. Policy:

a. Golf Lessons may only be provided by a certified PGA Professional.

b. Golf Lessons to be considered in this Revenue Sharing Program are generally provided by the Golf Professional in his/her off-duty hours, however, under certain circumstances, Golf Lessons may be given during the duty day.

c. Lessons provided by the Golf Professional while in a duty status are allowed when in a partnership with other activities (i.e. Youth Sports, Women's League, or Wounded Warrior Program).

d. The commission that the Golf Professional may receive is determined by the following:

(1) The amount of golf lesson revenue input into RecTrac.

(2) The percentage that the Golf Professional is to receive from these lessons.

e. The lesson revenue is in addition to the employee's hourly/annual salary.

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f. The employee is to receive 80% of all Golf Lesson revenue each month with no maximum cap.

g. The Golf Lesson Transaction Code Activity Report is processed by Family and Morale, Welfare and Recreation (FMWR), Nonappropriated Services Division, Financial Management, and submitted to the Business Operations Division Chief/Admin for monthly Electronic Request for Personnel Action.

h. A DA Form 5167 will be prepared and forwarded to the NAF CPAC for a monetary incentive award of 80% of funds generated from golf lessons given by the incumbent. Reviewed by the FMWR Chief, Business and Recreation Officer to ensure accuracy

i. This policy may be terminated by the Director MWR, on behalf of the Garrison Commander, by providing 30 days written notification in advance.

4. This policy will remain in effect until superseded or rescinded.

5. The proponent for this policy is the Business and Recreation Division, FMWR, (520) 533-0256.


JARROD MORELAND
Colonel, MI
Commanding

Distribution: E