



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX
111 E CHAFFEE AVENUE
FORT KNOX, KENTUCKY 40121-5256

REPLY TO
ATTENTION OF:

IMKN-MWN-F

MEMORANDUM FOR

JUL 26 2019

Commanders, All Units Reporting Directly to This Headquarters
Commanders, Fort Knox Partners in Excellence
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Fort Knox Policy Memo No. 18 – Use of Unit Funds

1. Reference. AR 215-1 Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities, 24 September 2010.
2. Purpose. To provide policy guidance regarding the use of Unit Funds provided by Family and Morale, Welfare and Recreation (MWR) Nonappropriated Funds (NAF) to support unit level programs and services.
3. Applicability. The guidance applies to all Fort Knox Military units receiving authorizations to execute authorized NAF issued funds for unit benefits.
4. Policy.
 - a. All Military units are required to pursue MWR, AAFES and/or DeCA services and programs first when executing their NAF Unit Funds.
 - b. In the event services and programs are not available, MWR, AAFES and/or DeCA operations and facilities will issue a Statement of Non-availability to the requesting unit(s). The Statement of Non-availability must be attached to the Military unit's request for funds memorandum.
 - c. Units cannot seek quotes from off-post vendors for goods or services until they have secured their Statement of Non-availability of services from MWR, AAFES and/or DeCA.
5. This policy supersedes any previous policies and is in effect until superseded or rescinded.
6. The point of contact for this policy is the Directorate of Family and Morale, Welfare and Recreation, at 502-624-2470.


CJ KING
COL, LG
Commanding