



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

AMIM-KNW-S (100)

18 July 2025

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Commanders, Fort Knox Partners in Excellence

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

1. Reference: Army Regulation (AR) 215-1 (Military Morale, Welfare, and Recreation Programs and Non-Appropriated Fund Instrumentalities).
2. Purpose: To provide policy guidance regarding the use of Unit Funds provided by Family and Morale, Welfare and Recreation (MWR) non-appropriated 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 This policy supersedes any previous policies and is in effect until superseded or rescinded.

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6. The point of contact is the Directorate of Family and Morale, Welfare and Recreation, Shelby Carlson at 502-624-1005, or e-mail at shelby.n.carlson2.naf@army.mil.

A handwritten signature in blue ink, appearing to read "David T. Holstead".

DAVID T. HOLSTEAD
COL, AR
Commanding