



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09005-9623

AMIM-WBG-ZA

MEMORANDUM FOR All Members of the United States Army Garrison (USAG)
Wiesbaden Community

SUBJECT: USAG Wiesbaden Command Policy Memorandum #53, Family and Morale,
Welfare and Recreation (Family and MWR) Facility and Sports Field Usage

1. References.

- a. Installation Management Command (IMCOM), Business Operating Standards, Chapter 4, Table 4-2, 31 May 18.
- b. Department of Defense Instruction (DoDI) 1015.15, paragraph 6.2.4.1., 20 Mar 08.
- c. Army Regulation (AR) 215-1, Military Morale, Welfare and Recreation Programs and Nonappropriated Fund Instrumentalities, paragraph 5-14i and 12-8, 24 Sep 10.
- d. U.S. Army Installation Management Command Operations Order 20-004, paragraph 3.A.2.A., 31 Oct 19.

2. Purpose. To establish the Commanders policy on Family and MWR sports fields use, facility use and associated fees.

3. Applicability. All Military and Civilian Units assigned within United States Army Europe and Africa (USAREUR-AF).

4. Policy Guidance.

- a. Family and MWR provides facilities for special functions and conferencing. Depending on the type of function and desired configuration, this will determine the room capacity and pricing may vary. Requesting organizations will coordinate with the designated facility representative to submit a reservation request.
- b. In order to provide the correct level of service, requests for facility and sport fields use, should be submitted 30 days in advance. For requests less than thirty (30) days, the facility representative will make every effort to accommodate. All facility reservations will be recorded in the appropriate event agreement or contract and will be signed by the requestor and facility representative.
- c. AR 215-1, paragraph 8-24(d)(17), prohibits outside food and beverage in

exception of specialty cakes for special occasions such as ceremonial or birthdays etc. Events that require catering of food, linen, or other special arrangements, will be annotated in the catering event agreement or contract. Floor plans and setup requirements must be finalized with the facility representative no later than five (5) business days prior to the event. The activity reserves the right to decline or change any requests if it presents a safety hazard, or it interferes with staff programming.

d. The unit or organization who reserves the event is the event sponsor and assumes full responsibility for the conduct of persons in attendance and any damages incurred to the facility as a result of the event. A deposit of \$100.00 is required for room rentals for non-official events and catered food. Cancellations are required no less than ten (10) days prior to the event date. Cancellations not received within the prescribed deadline will result in the requestor of the contract being assessed a \$100.00 cancellation fee and a 30% fee for food and beverage inventory already ordered.

e. Any facility damages caused by guests will be the responsibility of the unit or organization. Items are not permitted to be taped, stapled or nailed onto any wall in the facility. The facility is not responsible for any item lost or left behind.

f. No person or group will receive special or discounted prices, privileges or service that would not otherwise be available to any and all patrons.

g. For military units; events paid with appropriated funds (APF) or that are designated as an official event, i.e. Change of Command, Length of Service Awards Ceremony are not required to provide a deposit. In lieu of the deposit requirement, a letter of intent (Encl 1) is required for official events.

h. For USAG Wiesbaden Family and MWR facilities that can accommodate special functions or conferencing, see Appendix table A-1, A-2 and A-3.

5. Fitness Center and Ball Field reservations.

a. Wiesbaden Fitness Center - Only O6 level units and above will be authorized to host special events within the Fitness Center due to wear and tear on the facility and stoppage of athletic services provided to the community. Use of rooms other than the main basketball court will be approved on a case by case basis. To request a reservation of the facility, guests must:

1. Fill out a facility reservation form, obtained from the front desk of the fitness center. Forms must contain purpose of the reservation; how long the facility will be needed; date, time and a point of contact for the reservation.

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1. Fill out a facility reservation form, obtained from the front desk of the fitness center. Forms must contain purpose of the reservation; how long the facility will be needed; date, time and a point of contact for the reservation.

2. Submit form to the front desk of the fitness center with at least 72 hours in advance of the date requested. Upon receipt of reservation approval, guests will be provided a reservation number which should be referenced when there are additional questions that need to be communicated to the fitness center. For disapproved reservations, guests will be notified in writing as to why the reservation was disapproved.

3. Guests are responsible for ensuring areas that have been used during the reserved times, are returned clean and orderly. Guests are responsible for all setup and tear down of approved events/programs that are conducted in the facility and/or fields.

b. Family and MWR sports fields are intended for adult sporting events, and Child and Youth Services (CYS) sports programs. For more information regarding facility reservations, please contact the Wiesbaden Fitness Center front desk to reserve a sports field. Submit a reservation request form a minimum of 72 hours in advance of the requested date. A \$100.00 deposit may be required for use of kitchens at sports fields. For a list of Family and MWR sports fields see Appendix table A-4.

6. The point of contact for this memorandum is the Chief of NAF Support Services at DSN: 548-9020, CIV: 0611-143-548-9020, or email: casey.p.malloy2.naf@army.mil.


DAVID W. MAYFIELD
COL, MI
Commanding

6 Encls

1. Letter of Intent
2. DoDI 1015.15, para 6.2.4.1.
3. Special Event/Function Contract
4. AR 215-1, para 5-14i and 12-8
5. Business Operating Standards
6. HQ IMCOM-Europe Operations Order 20-004, para 3.A.2.A.

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Appendix Table A-1 and A-2 provides information on Special Functions and Conferencing facility locations, space, fees, hours, and point of contact.

Table A-1 Facilities for Special Functions and Conferencing					
Location	Space	Fee	Hours	POC	DSN
Rheinblick Golf Course	Large Conference Room (40 max)	8 Hours \$200.00	Mon-Sun 0800-1700	Admin Assistant	548-5485
	Small Conference Room (15 max)	8 Hours \$100.00			
Wiesbaden Entertainment Center	Conference Rooms 1,2, &3 (110 max)	8 Hours \$250.00	Mon-Sun 0800-1700	Business Manager	548-9404 or 9402
	Conference Rooms 1 & 2 (60 max)	8 Hours \$200.00			
	Conference Room 3 (55 max)	8 Hours \$150.00			
	Conference Room 1 & 2 (24 max)	8 Hours \$100.00			
The Vault	Small Conference Room (40 max)	8 Hours \$150.00	Sun-Fri 1100-2200		548-9418 or 9413
Catering Center (Little Italy)	Large Ballroom (260 max)	8 Hours \$300.00			
	Small Ballroom (100 max)	8 Hours \$250.00			
	Large and Small Ballroom (200-350 max)	8 Hours \$400.00			
	Fireside Room (75 max)	8 Hours \$250.00			
	Fishbowl (25 max)	8 Hours \$50.00			
	Keller Bar (35 max)	8 Hours \$50.00			
ACS (cafeteria)	Large Multi-Purpose Room (65 max)	\$0	Mon-Fri 0800-1700	ACS Front Desk	548-9201
*Contact Facility POC for complete list of available amenities.					

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Appendix Table A-2 and A-3 provide information on Outdoor Recreation facility locations, space, fees, hours, and point of contact.

Table A-2 BLDG 3400 Outdoor Recreation Facilities				
Location	Space	Fee	Hours	POC
Matterhorn Room Gross Glockner Room Patio Area	Single Room (20 Max)	8hrs = \$125.00	Mon-Fri 1100-1800	548-9801
	Combined Room (40 Max)	8hrs = \$250.00		
	Patio Area (Grill Rental Separate) (40 Max)	8hrs = \$125.00		
	Deposit per Room/Patio: \$50.00 Grill Cleaning Deposit: \$200.00			
*Contact Facility POC for complete list of available amenities.				

Table A-3 BLDG 7875 Outdoor Recreation Facilities				
Location	Space	Fee	Hours	POC
Hunting, Fishing and Sport Shooting Lodge Abraham Lincoln Str. 16	Small Class Room (30 Max)	8hrs = \$80.00	Mon-Fri 1100-1800	548-9801
	Large Class Room (50 Max)	8hrs = \$250.00		
	Patio Area (100 Max)	8hrs = \$125.00		
	Deposit per Room/Patio: \$200.00 Grill Cleaning Deposit: \$200.00			
*Contact Facility POC for complete list of available amenities.				

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Appendix Table A-4 provides information on facility and sports fields locations, space, fees, hours, and point of contact.

Table A-4 Fitness Center and Outdoor Sport Fields				
Location	Space	Fee	POC	DSN
Wiesbaden Fitness Center	Multi-purpose	\$0	Fitness Center	548-9830
Newman Village	Multi-purpose Turf	\$0	CYS	548-9360
Clay North Sports Complex	Softball/Baseball Multi-purpose Turf	\$0 (Deposit Required)	Fitness Center	548-9830
Hainerberg Housing Area	Soccer Field	\$0	CYS	548-9363
*Contact Facility POC for complete list of available amenities.				



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(office symbol)

16 December 2022

MEMORANDUM FOR United States Army Garrison (USAG) Wiesbaden, Family, Morale, Welfare, and Recreation (Family and MWR), Little Italy Restaurant and Catering

SUBJECT: Letter of Intent in Lieu of Deposit

1. 2nd Signal requires space on (date(s)) from 0800 – 1200 to facilitate a group of 50 personnel for a leadership training. We (will/will not require food / drinks) for this event.
2. This letter of intent in lieu of room rental deposit represents the basic terms for a non-binding agreement between the facility and the unit. A formal agreement will be facilitated by the facility representative.
3. Point of contact for this memorandum is the undersigned at DSN: 312-XXX-XXXX and or email: XXXXXXXXXXXX.army.mil

John E. Doe
CPT, USA
Signal Command



Department of Defense INSTRUCTION

NUMBER 1015.15

October 31, 2007

Incorporating Change 1, March 20, 2008

USD(P&R)

SUBJECT: Establishment, Management, and Control of Nonappropriated Fund Instrumentalities and Financial Management of Supporting Resources

- References:**
- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," October 17, 2006
 - (b) Acting Deputy Secretary of Defense Memorandum, "DoD Directives Review Phase II," July 13, 2005
 - (c) DoD Instruction 1015.15, "Procedures for Establishment, Management, and Control of Nonappropriated Fund Instrumentalities and Financial Management of Supporting Resources," May 25, 2005 (hereby canceled)
 - (d) DoD Instruction 1015.14, "Establishment, Management, and Control of Nonappropriated Fund Instrumentalities and Financial Management of Supporting Resources," November 22, 2005 (hereby canceled)
 - (e) through (bn), see Enclosure 1

1. REISSUANCE AND PURPOSE

Consistent with the authority provided in References (a) and (b), this Instruction reissues Reference (c) and incorporates and cancels the following to prescribe policy, assign responsibilities, and set procedures for establishment, management, and control of Nonappropriated Fund Instrumentalities (NAFIs), nonappropriated funds (NAFs), and financial management of resources supporting NAFIs.

1.1. Reference (d).

1.2. Under Secretary of Defense (Comptroller)/Chief Financial Officer (USD(C/CFO)) and Under Secretary of Defense (Personnel and Readiness) (USD(P&R)) Memorandum (Reference (e)).

1.3. Principal Deputy Under Secretary of Defense (Personnel and Readiness) (PDUSD(P&R)) Memorandum (Reference (f)).

1.4. Enclosure 6 of DoD Instruction 1015.10 (Reference (g)).

Change 1, 03/20/08

6.2.4.1. NAFs are not authorized to be used for or to support command representation or protocol functions; scholarships, free mailing and/or postage, or any other specific benefit for select individuals or groups; public affairs, medical, religious, or other activities or programs outside the purposes for which the NAFI was established; or to pay for employees not performing duties directly related to the NAFI functions or mission.

6.2.4.2. A building, facility, or structure constructed, improved, or purchased using NAFs shall not be diverted to a use other than in direct support of the purpose for which it was acquired without the prior concurrence of the Head of the DoD Component or the Military Service headquarters designee.

6.2.5. Membership of personnel in professional organizations may be authorized in accordance with DoD 5500.7-R (Reference (al)). NAFs may pay the cost of organizational or position memberships (but not individual memberships) when beneficial to the NAFI. NAFs may pay the cost for NAF employees to obtain professional credentials, including expenses for professional accreditation, State-imposed and professional licenses, and professional certification and examinations to obtain such credentials when beneficial to the NAFI, consistent with section 5757 of title 5, U.S.C. (Reference (am)).

6.2.6. NAF employees may be authorized housing or a housing allowance in overseas areas in accordance with Reference (j) and DoD 4165.63-M (Reference (an)). Occupancy by NAF employees shall be on a reimbursable basis in accordance with paragraph 060106 C.1.b.(1), Volume 2B of Reference (k). The employing Military Service shall fund the housing costs with APFs or NAFs depending upon the funding authorized for the employee's position. Authorities for foreign allowances are prescribed by References (j) and (am).

6.2.7. Program Group I, II, III, and IV NAFIs at the consolidated Military Service level and individual Program Group V and VI NAFIs shall achieve, as a minimum, a break-even or positive net income for each fiscal year (FY) sufficient to provide for NAF capital requirements.

6.2.8. A NAFI contractor or concessionaire selling or providing authorized services is authorized the same APF support as activities operated by a NAFI.

6.3. Planning, Programming, and Budgeting. Resources shall be planned, programmed, and budgeted to implement NAFI objectives. Actual performance shall be regularly compared to budgets and action taken to correct unfavorable variances.

6.3.1. APF support of NAFIs shall be planned, programmed, and budgeted in accordance with Program and Budget Review Submission procedures in Volumes 2A and 2B of Reference (k).

6.3.2. NAF budgets shall be updated annually to provide financial data to managers and commanders for management decision making. The DoD Component shall determine the format, provided that data allows for management analysis of each funding category within a Program Group, for budget-to-actual comparisons to financial statements, and for evaluation of performance against program plans. The following budgets shall be prepared for each NAFI.

GENERAL INFORMATION

1. ***A non-refundable and non-transferable deposit of \$100 will be necessary to confirm your booking.*** Official military functions may be exempt from this fee.
2. A signed copy of the contract is due to this office ***NLT 14 calendar days prior to your event.*** If you are unable to meet the prescribed deadline, please contact our office.
3. The individual signing the contract assumes responsibility for payment of all expenses arising from this function.
4. Final Headcount, Set Up, and Table Layouts are due ***NLT 5 working*** days prior to your event.
5. ***Once given, your final headcount may not be reduced.*** Charges are billed according to this guarantee or final headcount, whichever is greater.
6. If the actual number of guests exceeds the guarantee given you will be charged for the additional guest. If the count is lower the guaranteed amount still applies. Without a guarantee you will be charged for either the estimate or actual guest count whichever is highest. The facility reserves the right to make menu substitutions when the guest count increases after the guarantee is given.
7. If you require your function room to be set-up prior to your contract times, rental room rates apply. This is based on availability only.
8. Decorations must be approved by the management. It is the client's responsibility to remove decorations at the end of the event. Failure to do so may result in additional charges.
9. All accounts are paid in full prior to or the day of the event.
10. Cancellations must be received in writing **NO LATER THAN 10 WORKING DAYS PRIOR TO THE EVENT DATE.** Failure to meet the prescribed cancellation deadline will result in the person(s) or organization signing the contract in having to pay a \$100.00 cancellation fee and 30% food and beverage expense fee. The food and beverage expense fee will be determined by the final or estimated number of participants (whichever is greater).
11. On Sundays and Holidays there may be an additional charge for event staff hours if required.
12. All plated meals require a 25 person minimum. If the minimum is not reached a \$100 charge will be assessed.
13. All buffets require a 50 person minimum. If the minimum is not reached a \$100 charge will be assessed.
14. Each of our menus is customizable and includes many great selections. Please allow 7 to 10 days for special order quotes.
15. Menus and pricing are subject to change without notice. A signed contract is required to confirm all menu prices.
16. Bar service is available at a \$75 fee. This fee may be waived, however, if minimal sales of \$200 are reached.

17. ***Outside beverages or alcohol cannot be brought into the facility.*** Alcohol must be purchased from the facility and controlled by our staff. Any alcohol purchased must be consumed on the facility premises.
18. ***No outside food is allowed into the facility*** per FMWR regulations except for specialty cakes.
19. No food or beverages - except for approved specialty cakes - can be taken off the facility premises. Leftover food is the property of the facility and will not be re-moved unless authorized by management. (For health and sanitation regulations).

Damage Prevention and Liability

1. No stapling or tacking of linens or decorations to any fixtures or furnishings.
2. No banners, place cards or other materials can be attached to the walls, ceiling or floor.
3. No tape, glue, nails or fastening devices will be used on the walls, doors, windows, floors, tables, chairs or ceilings.
4. The use of confetti, glitter, sparkles, soap bubbles, sand, straw, or pine bales is not permitted.
5. Management reserves the right to deny any activity or equipment usage that could damage the center or its content.
6. A cleaning fee of \$175.00 will be charged to any event violating listed restrictions and/or to any event whose activities or decorations cause excessive clean-up.
7. The facility will not be liable for any damages incurred by patrons or their guests and will not assume liability for lost or damaged articles left in the center prior to, during or following the event.
8. The sponsor assumes full responsibility for the conduct of all persons in attendance for the event and for any damages incurred to the center or persons as a result of the event
9. Sponsors and their guests will conduct the event in an orderly manner and in compliance with the USAG Wiesbaden regulations.
10. We ask your cooperation in sharing responsibility for the conduct of your guests and ensure that no one under the age of 18 consumes alcoholic beverages.

Fire and Safety Requirements

1. No fire exit or door will be blocked closed or open.
2. No fire exit or door will have any hindrance reducing the normal width of the doorway.
3. Exit lights will not be covered or turned off.
4. Fire extinguishers will not be moved, hidden, covered or in any way made inaccessible.
5. Electrical cables, speaker cables and microphone cables will not be placed on nor taped to the floor in a manner that could cause a tripping hazard.
6. Combustible materials, candles, smoke or fog machines are not allowed in the facility.

Special Event/Function Contract

Facility Telephone: DSN: 548

Event Day/Date:		Control No:	
Type of Function:		Time:	
Booked By:		Email:	
Phone 1:		Phone 2:	
Alternate POC:		Email:	
Phone 1:		Phone 2:	

Billing Information

Payment Information		Deposit Information (If Applicable)	
Payment Paid By:		Deposit Paid By:	
Payment Paid On:		Deposit Paid On:	
Payment Amount:	\$ -	Deposit Amount:	
Final Payment Still Due:	\$ -	Final Payment Due NLT:	

Failure to Comply with payment dates may result in cancellation of the event.

SET UP, TABLE LAYOUT AND FINAL PAYMENT DUE NLT 5 WORKING DAYS PRIOR TO EVENT

Checklist

Table Cloth Color:		Podium:	
Skirting Color:		Microphone:	
Overlay Color:		Napkin Color:	

Special Information

Bar Open At		Estimated Reservations	
Food Serving Time		Firm Reservations	

Payment Breakdown

Room rental		\$	-
Appetizers		\$	
Extra Hour	@	\$	-
Cake/Fruit Plating for China & Silverware	@	\$	-
Stage	@	\$	-
Dance Floor	@	\$	-
Dessert	@	\$	-
Miscellaneous Fee	@	\$	-
Private Bar	@	\$	-
Round Table linen	@	\$	-
Linen Long Tables	@	\$	-
Linen Square Table	@	\$	
Linen Skirted Tables	@	\$	-
Linen Overlay	@	\$	

WINE	@	\$	-
BEER	@	\$	-
MEAL SERVICE	@	\$	-

TOTAL CHARGES **\$0.00**

MENU DETAILS

Menu Item	Quantity

MISCELLANEOUS INFORMATION

GUIDELINES

- _____ 1. A deposit of \$100.00 is due the day you make reservations for the event to secure your reservation.
- _____ 2. A signed copy of the contract to this office NLT 14 calendar days prior to your event. If you are unable to meet the prescribed deadline, please contact our office.
- _____ 3. Final Headcount, Set Up, and Table Layout are due in writing via email to (add email) NLT 5 working days prior to your event.
- _____ 4. Decorations must be approved by the management. It is the client's responsibility to remove decorations at the end of the event. Failure to do so may result in additional charges.

FIRE AND SAFETY REQUIREMENTS:

- _____ No fire exit or door will be blocked closed or open.
- _____ No fire exit or door will have any hindrance reducing the normal width of the doorway.
- _____ Exit lights will not be covered or turned off.
- _____ Fire extinguishers will not be moved, hidden, covered or in any way made inaccessible.
- _____ Electrical cables, speaker cables and microphone cables will not be laid on nor taped to the floor in a manner that could cause a tripping hazard.
- _____ Combustible materials, candles, smoke or fog machines are not allowed in the facility.

DAMAGE PREVENTION:

- ☐ No stapling or tacking of linens or decorations to any fixtures or furnishings.
- ☐ No banners, placards or other materials can be attached to the walls, ceiling or floor.
- ☐ No tape, glue, nails or fastening devices will be used on the walls, doors, windows, floors, tables, chairs or ceilings.

- ☐ The use of confetti, glitter, sparkles, soap bubbles, sand, straw, or pine bales is not permitted.
- ☐ Management reserves the right to deny any activity or equipment usage that could damage the center or its content.

- ☐ A cleaning fee of \$175.00 will be charged to any event violating listed restrictions and/or to any event whose activities or decorations cause excessive clean-up.

PLEASE READ PRIOR TO SIGNING:

The individual booking this function shall notify the Manager or Staff in writing of the exact number of people to be served NLT 5 calendar days prior to the function. The individual signing this contract assumes responsibility for payment of all expenses arising from this function. The client will be charged additional fees for events extending beyond the time specified in the contract. Those fees will be based on hourly rates determined by the number of staff required to support the function. **Cancellations must be received in writing NO LATER THAN 10 WORKING DAYS PRIOR TO THE EVENT DATE.** Failure to meet the prescribed cancellation deadline will result in the person(s) or organization signing the contract in having to pay a \$100.00 cancellation fee and 30% food and beverage expense fee. The food and beverage expense fee will be determined by the final or estimated number of participants (whichever is greater). Set up, break down must take place within the rental time frame. The individual signing this contract accepts responsibility for the conduct and appearance of all guests. In all cases, the existing house rules will be complied with. No outside food or beverages can be introduced into the facility by individual(s). The only exceptions are ceremonial Cake.

I AGREE TO THE TERMS AND CONDITIONS LISTED IN THIS CONTRACT.

Customer's Printed Name

Signature and Date:

Facility Representative
Printed Name

Signature and Date:

Thank you! We appreciate you considering (Facility) for your special event. We are committed to making your event memorable and special. Please contact our Facility at 0611-XXX - XXXX or XXX-XXXX to discuss your plans and catering needs.

Army Regulation 215-1

Morale, Welfare, and Recreation

**Military Morale,
Welfare, and
Recreation
Programs and
Nonappropriated
Fund
Instrumentalities**

**Headquarters
Department of the Army
Washington, DC
24 September 2010**

UNCLASSIFIED

Encl 4

Section III

User Fees

12-8. Prices, user fees, and other charges

- a.* Prices, user fees, and charges are structured to meet cash management goals for sustainment of an MWR program

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and its operations, to cover capital requirements and overhead expenses, and to satisfy budget requirements for support of other MWR programs dependent upon it.

- b.* Alternative pricing strategies to attain necessary income levels, based on MWR 5-year plans and financial trends, will be developed, used, and adjusted as needed.

- c.* User fees or charges will not be levied for general use of category A MWR programs and associated services such as towel and locker rental. This does not prohibit charging patrons for activities, classes, and services, which are more specialized, and beyond the scope of general use and associated services (such as martial arts, aerobics, therapy classes). If NAFs are used for services, which are not authorized or readily available from APFs, then these NAF costs may be recovered through fees.

- d.* Fees charged in category B MWR programs will cover NAF expenses incurred and may include a reasonable profit on the NAF investment (such as labor, supplies, material).

- e.* When patrons are charged a fee in a category C MWR program, including annual dues established for military clubs, prices ordinarily will be established within 25 percent of the average prevailing off-base cost for similar goods or services. Annual surveys of off-post commercial, municipal, and/or private enterprises will ensure costs are within the 25 percent rate.

- f.* IMCOM Regions will be responsible for establishing prices, user fees, and charges overseas.

- g.* Nonmembers of a military club may be charged more than a member.

- h.* Child care fees will be in accordance with AR 608-10. Child, Youth and School Services School Age Services program fees may be structured similarly or graduated based on other considerations, unless stipulated otherwise by the FMWRG.

- i.* Special prices and privileges will not be given to functions designated as "command sponsored." No person or group of people will receive special prices or privileges that are not available to all patrons except as provided in paragraph 12-9.

12-9. Discounts

The following discounts may be offered if they are offered consistently and are equitable:

- a.* Lower prices for junior enlisted personnel.

- b.* Discounts when tailored to various major target groups, such as single Soldiers, retirees, Family nights, seniors (65 years of age and over), and birthdays, provided other groups are also provided the same opportunity when requested.

- c.* Group rate, if all parties of the same size are given the same rate.

12-10. Fees for Federal property use (31 USC 3302).

- a.* Fees or payments for licenses, rents, or privileges involving the use and conversion of Government-owned or leased buildings, lands, and their crops, natural resources, and wildlife will not accrue to the NAFI/entity. Program fees, however, may be established to defray NAF costs, if any are incurred.

- b.* Money collected from the sale of special State permits to hunt and fish on military installations will not accrue to the NAFI/entity but are administered as prescribed in AR 200-3. Program fees may be established to defray NAF costs for conducting recreational hunting or fishing.

- c.* Proceeds from the sale of property acquired with APFs or for services provided exclusively through the use of APFs will not accrue to the NAFI/entity except as provided by law. Fees may be charged to cover NAF costs that are expended in the use of APF property or the provision of APF services. Fees may be charged and retained by the MWR program when providing an authorized MWR product or service, supported with NAFs. Commanders at all levels have fiduciary responsibility for APFs and NAFs and are responsible for ensuring that fees are charged properly.

5-14 Prohibited uses

a. Public scrutiny. NAFs will not be used for any purpose that cannot withstand the test of public scrutiny or which could be deemed a misuse or waste of Soldiers' dollars.

b. Authorized APF expenditures. NAFs will not be used to pay costs in acquiring items or services authorized to be paid from APFs when APFs are available (except under DOD MWR USA/UFM funding practices, see paras 5-2 and 5-3). However, NAFs may be used—

(1) When the appropriate official certifies in writing that authorized APFs cannot satisfy the requirement.

(2) When functions, programs, and activities to be funded with NAFs are integral to the functions for which the NAFI/entity was established, unless otherwise specified elsewhere in this regulation.

c. Support of POs. NAFs or NAF assets will not be transferred to POs as dividends or other distributions. NAFIs/entities will not provide NAF financial assistance in the form of contributions, repairs, services, dividends, or other donations of money or other assets to private organizations or individuals unless authorized by other regulations, DOD policies, or law. For assistance to Scouting organizations, see DODI 1015.9.

d. Distributions to charities. NAFIs/entities will support only those programs and functions for which the NAFI/entity is organized. NAFIs/entities do not contribute to or engage in fundraising activities for charities, foundations, and similar organizations nor collect or disburse donations of private or personal nature.

e. Real property. Purchase of real property (land, buildings, and other fixed improvements) will be limited to the acquisition of commercially owned buildings on Government property.

f. Garrison MWR operating entity revenue deposits. Revenues generated from a defined MWR program will be deposited in accounts at the IMCOM Region and used only for reinvestment in the MWR program, unless otherwise authorized in this regulation.

g. Supplemental mission income or expenses. Supplemental mission programs may be accounted for in the Region single MWR fund. The income generated by supplemental mission programs may be used only to support the specific program or function for which the account was established including their NAF capital expenditures and fund management overhead. Other MWR NAFs will not be transferred to or expended from supplemental mission accounts, and supplemental mission NAFs will not be expended for the MWR mission. As an example, donations designated for ACS may be deposited in the Region single MWR fund ACS supplemental mission account. The amount deposited will be used only to support the ACS mission and other MWR NAFs are not used to supplement the ACS account (unless authorized elsewhere in this regulation.)

h. Food and beverages. NAFs will not be used to pay for refreshments or meals for any person except as described in this regulation.

i. Non-MWR functions.

(1) NAF payment for any expense involved in a change of command or retirement ceremony, command representation, protocol function, scholarships, free mailing or postage, unit ceremonies, or any other specific benefit for select individuals or groups will not be authorized.

(2) Items for retirements, funerals, or other such personal-type events will not be purchased with NAFs.

(3) NAFs will not replace or supplement appropriations for public affairs, medical, religious, or other activities or programs that are outside the purposes for which the NAF/entity was established.

(4) NAFs will not be used for costs of employees who are not performing duties directly related to the NAF/entity function or mission.

j. No proprietary interest. Individuals, units, organizations, garrisons, or installations do not have proprietary interest in NAFs or NAF/entity assets.

k. Personal items. NAFs will not be used for personal items, such as memo pads including personalized memo pads used at work, or personal greeting cards.

l. Personal loans. NAFs will not be loaned to individuals, either in cash or as an advance payment of wages or allowances, except as provided for in AR 215-3.

m. Payments to individuals. Cash, securities, or other NAF assets will not be paid to individuals, except for awards and other recognition programs provided for in this and other regulations. Payments to individuals for service contracts or for costs associated with administering the NAF personnel system prescribed in AR 215-3 are not considered payments to individuals.

n. Contracts.

(1) NAF contracts with military or civilian APF or NAF employees will be prohibited except as authorized by AR 215-4. Common law rules to determine whether an individual is an independent contractor are in DOD 7000.14-R, volume 13, chapter 8 (para 080701); see also IRS Pub 15-A.

(2) NAFs and NAF contracting personnel and procedures will not be used for APF purchases. NAF contracting offices cannot obligate APFs.

o. Sale of drug paraphernalia. NAFs/entities will not purchase, distribute, or sell any material, device, or equipment that is known to be used in conjunction with illegal, illicit, or prohibited drugs of any type.

p. Dual funding. NAFs will not be used to—

(1) Duplicate or augment authorized individual or unit awards financed from APFs.

(2) Augment APF construction (see chap 15).

q. Political activities. See AR 360-1 pertaining to election year policies.

(1) NAFs will not be used directly or indirectly for any personal service, advertisement, e-mail, telephone call, letter, printed or written matter, or other communication intended or designed to influence any public official. This prohibition does not apply to NAF personnel communicating with or preparing correspondence in response to requests from such officials or preparing requests for legislation or appropriations that are necessary in the conduct of official business.

(2) NAFs or MWR facilities will not be used by any candidates for public office, political assemblies, or meetings and/or any other activity that could be construed as politically oriented.

r. Uniform items. NAFs will not be used to purchase any military uniform item (except as authorized in para 5-13), including band uniforms or other articles of individual or organizational military equipment.

s. Military medical treatment facilities services. NAFs will not pay for the initial emergency medical treatment after an on-the-job injury (or illness) (see para 19-87), for physical examinations required as a condition of employment or for predeployment physicals for NAF employees. Payment for nonemergency services is a personal financial responsibility.

1 March 2011

FORT ANYWHERE BUSINESS OPERATIONS POLICY LETTER

CATERING AND SPECIAL EVENTS GENERAL PROVISIONS

Please read and sign this policy letter and return it to the _____ Catering Manager so we may begin to make arrangements for your upcoming event. Please note that your reservation will only be valid when this document has been reviewed, signed, and returned.

1. A deposit of ____ is required to confirm reservations for all private and non-official functions and events. Deposits are required to be paid within one business week of making the request. Until this time, all reservations will be on a tentative hold. Reservations will be automatically canceled should the deposit not be received within the time specified above. All deposits are non refundable. The deposit will be deducted from the final bill.
2. Rooms may be reserved for official events without deposit. **DOD and military official related events require a Letter of Intent (LOI) to avoid deposit requirements.** Rooms may also be used, on a space available basis, for official meetings and training when the function is flexible/appropriate enough to move dates and/or location in the event the room is required for a catered event. The organization will also be responsible for the set-up and clean-up of the space used. The organization POC will be required to sign a letter of understanding, provided by the club. No food and beverages may be brought into the facility.
3. The Catering Manager must have a signed contract 30 days prior to the event including the following information: date, time, duration, menu, room set up, estimated guest count, and audio visual requirements. The final guest count is due no later than 48 hours prior to the event. If estimated guest counts vary within 10% of original count, notify the Catering Manager immediately with an updated count. Additionally, final payment will be due 48 hours prior to the event. Payment will only be accepted by the host or POC. Credit Cards and personal checks will not be accepted directly from your guests. Checks must be made payable to _____ and include the following information: Social Security number, Unit information (if applicable), day and evening telephone number and correct mailing address. All returned checks will be assessed at \$25.00 or 10% surcharge, whichever is greater.
4. The unit and/or host is obligated to pay for the final number of guest/meals guaranteed on the contract or the number of meals served, whichever is greater. No refunds will be given for meals not served.

5. An 18% service charge will be applied to all food and beverage purchases.
6. Due to health and sanitation concerns, "To-Go" boxes will not be provided for meals that were not served or from food items remaining on a buffet or hors d'oeuvres menu.
7. No outside food or beverages are permitted inside the facility. The exception is specialty cakes and desserts at which a cutting and service fee will be assessed at \$50 per every 150 guests.
8. Room reservations are a maximum of four hours. Additional hours may be added to your event at \$100 per hour added. The room rental fee will be waived with the minimum food and beverage order that exceeds four times the associated room rental.

Example

a. Room A	\$150
b. Room B	\$150
c. Room C	\$200

- Daily room Rental Fees are available on request.
9. Menu selections and private party details must be submitted and finalized 45 days prior to event date, a minimum of two weeks is necessary to purchase food for the event in regards to menu selection within 30 days.
 10. Floor plans and setup requirements must be coordinated with the Catering Manager no later than 5 business days prior to the event. The activity reserves the right to decline or change any requests if it presents a safety hazard or concern or, if it interferes with staff efficiency. Additional charge may apply to some requests based on difficulty and time required to execute the request. No changes will be (by staff or guests) within two hours prior to the start of the function.
 11. Any damages to the facilities caused by guests will be the responsibility of the host. Items are not permitted to be taped, stapled or nailed onto any wall in the facility. Table decorations with drip-less candles can be used as centerpieces provided the flame is enclosed in glass. Tablecloth damages caused from table decorations will be charged to the host at \$20.00 per tablecloth. Glitter sprinkles, tinsel or confetti is not allowed into the facility - a cleanup fee will be assessed after the fact (depending on room space rented). The facility is not responsible for any item lost or left behind in the facility.
 12. The host is responsible for the conduct of his or her guests.
 13. Guests must be 21 years of age to consume alcohol on the premises. Additionally, outside alcohol and spirits are not permitted to be brought in. Items such as wine, grog ingredients, toasting champagne or cider can be purchased from your caterer.

14. No person or group will receive "special" or "discounted" prices, privileges or service that would not otherwise be available to any and all patrons.

Guest Signature

Date

Catering Manager Signature

Date

Unit: _____

Type and Name of the Event: _____

Room(s) Reserved: _____ Appx. Count: _____

Starting Time: _____ Ending Time: _____

Host/POC Name: _____ Rank: _____

Day Phone: _____ Evening Phone _____

E-Mail: _____

Address: _____

Alternate POC: _____ Phone: _____

Amount Deposit Received: _____

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Copy ____ of ____ Copies
U.S. Army Installation Management Command
Fort Sam Houston, TX
311830Z OCT19

OPERATIONS ORDER 20-004: Implementation of the Army Combat Fitness Test (U)

Refs: (a) (U) FM 7-22, Army Physical Readiness Training, 26 Oct 12
(b) (U) HQDA EXORD 041-13, Baseline Soldier Physical Readiness Requirements Study, 27 Dec 12
(c) (U) HQDA EXORD 219-18 Implementation of the Army Combat Fitness Test (ACFT) dtg 132140Z SEP19

(U) Time Zone Used Throughout the Order: Zulu.

1. (U) **SITUATION.**

1.A. (U) The Army will replace the Army Physical Fitness Test (APFT) with the Army Combat Fitness Test (ACFT). Headquarters (HQ), Installation Management Command (IMCOM), IMCOM Directorates and U.S. Army Garrisons (USAG) will support the Army-wide ACFT implementation within their area of operations. In accordance with references (a) through (c), the ACFT is an approved program for implementation across the Army. ACFT nests within and adheres to the Army's Holistic Health and Fitness (H2F) Program. The H2F Program and ACFT support the Department of Defense Close Combat Lethality Task Force Initiatives. The ACFT will more effectively measure a Soldier's physical readiness to meet the rigors of combat. Leaders should socialize implementation of the ACFT to prepare Soldiers for success upon implementation.

1.B (U) The ACFT requires a testing site with a two-mile run course and a flat field space approximately 40 X 40 meters. The field space should be grass or artificial turf that is generally flat. While maintaining testing standards and requirements, commanders will make adjustments for local conditions when necessary. Avoid using MWR playing fields, community picnic areas, etc. as testing sites.

1.C. (U) IMCOM has not received funding to support ACFT requirements. For funding consideration, submit appropriated fund (APF) requirements in support of ACFT as an emerging requirement in the Resource Data Management Tool. Do not use Non-appropriated funds (NAF) to procure ACFT equipment or storage.

2. (U) **MISSION.** Effective immediately, IMCOM will implement ACFT requirements for its units and Soldiers and support Senior Commanders' ability to implement the ACFT requirements for units and Soldiers on the installation.

3. (U) **EXECUTION.**

3.A. (U) **Commander's Intent.**

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Encl #6

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OPERATIONS ORDER 20-004: Implementation of the Army Combat Fitness Test (U)

3.A.1. Purpose: The purpose of the operation is to ensure the installations have the capability for units to prepare for and conduct the ACFT.

3.A.2. Key Tasks:

3.A.2.A. (U) Coordinate with Senior Commanders on recommended sites for ACFT field usage based on requirements outlined in ref (c) and para 1B. Where practical avoid dual use with FWMR playing fields or community picnic areas. Additionally, be prepared to provide recommendations to Senior Commanders for equipment storage locations, which should be near the ACFT testing site.

3.A.3. (U) End State: This mission is a success when installations have established appropriate testing locations and equipment storage areas as required by HQDA EXORD 219-18.

3.B. (U) Concept of Operations. Execution of the ACFT is in three phases:

3.B.1. (U) Phase I - From 1 Oct 18 – 30 Sep 19, the Army conducted an ACFT Field Test using 63 Battalions of various unit types with Military Occupational Specialties across Army Commands and Components.

3.B.2. (U) Phase II – Total Army Participation. From 1 Oct 19 – 30 Sep 20, all Army units will train and practice taking the ACFT across all three components, but not as a test of record.

3.B.3. (U) Phase III - Full Operational Capability. On 1 Oct 20, the Army adopts ACFT as Army test of record.

3.C. (U) Tasks to Subordinate Units

3.C.1. IMCOM Directorates. (E, P, R, S, T)

3.C.1.A. (U) In accordance with para 1B ensure installations have the capability to prepare for and conduct the ACFT.

3.C.1.B. (U) Thirty-days after publication of this OPORD, garrisons will report status of their ACFT equipment and verify trained graders are available to conduct a diagnostic ACFT (IMCOM-only units). Update the information from Annex A on the SharePoint Portal at: https://army.deps.mil/army/cmds/imcom_HQ/G3-5-7/SitePages/G357_ACFT_Home.aspx.

3.C.1.C. (U) Prioritize Sustainment Restoration Modernization (SRM) and Real Property Projects in support of the ACFT.

3.C.1.D. (U) See Coordinating Instructions.

3.C.2. (U) U.S. Army Garrisons.

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OPERATIONS ORDER 20-004: Implementation of the Army Combat Fitness Test (U)

3.C.2.A. (U) NLT 30 Nov 19, Garrisons report the status of their ACFT equipment and verify trained graders are available to conduct a Diagnostic ACFT. Update the information from Annex A on the SharePoint Portal at

https://army.deps.mil/army/cmds/imcom_HQ/G3-5-7/SitePages/G357_ACFT_Home.aspx.

Garrisons fund, receive, maintain, and store only their own unit ACFT equipment.

3.C.2.B. (U) Garrison Commanders/Command Sergeants Major, in coordination with Senior Commanders, ensure that the physical site for the ACFT is in accordance with (IAW) ref (c) and 1B. Installations with extreme climate conditions may require indoor testing facilities. All site approvals and work shall be in accordance with AR 420-1.

3.C.2.C. (U) Provide recommendations to Senior Commanders for ACFT field usage based on requirements outlined in ref (c) and 1B. Where practical avoid dual use with FWMR playing fields or community picnic areas.

3.C.2.D. (U) Provide recommendations to Senior Commanders for equipment storage locations. Recommendation of storage area should be near the ACFT testing site.

3.C.3. (U) Commander, AEC.

3.C.3.A. (U) Be prepared to support Headquarters and Headquarters Company (HHC) IMCOM for initial ACFT

3.C.3.B. (U) See Coordinating Instructions.

3.C.4. (U) HHC, IMCOM.

3.C.4.A. (U) Be prepared to coordinate with AEC to facilitate initial ACFT.

3.C.4.B. (U) See Coordinating Instructions.

3.C.5. (U) HQ, IMCOM G-Staff. (G3)

3.C.5.A. (U) Appoint ACFT Liaison Officer (LNO) to work closely with Training and Doctrine Command.

3.C.5.B. (U) Publish OPORDS, FRAGOs, and guidance as ACFT evolves.

3.C.5.C. (U) See Coordinating Instructions.

3.C.6. (U) HQ, IMCOM G-Staff. (G4)

3.C.6.A. (U) Provide ordering information for ACFT equipment to IMCOM units. Annex B (Authorized ACFT Equipment List) will assist with ordering as required.

3.C.6.B. (U) IMCOM is not responsible for the acquisition of ACFT equipment for non-IMCOM units.

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OPERATIONS ORDER 20-004: Implementation of the Army Combat Fitness Test (U)

3.C.6.C. (U) See Coordinating Instructions.

3.C.7. (U) HQ, IMCOM G-Staff. (G9)

3.C.7.A. (U) Coordinate with IDs and Garrisons to execute existing NAF Enterprise Buy Indefinite Delivery/Indefinite Quantity contracts to supplement physical fitness facilities equipment shortfalls. IMCOM will not use NAF enterprise buy contracts to purchase ACFT testing equipment.

3.C.7.B. (U) Coordinate with IDs and Garrisons to supplement cardiovascular equipment used to support alternative ACFT testing requirements.

3.C.7.C. (U) Execute lifecycle replacement of cardiovascular and strength equipment IAW baseline standards as demonstrated through Army Community Recreation Reports Online Baseline Standards Capital Replacement Tool.

3.C.7.D. (U) **Family, Morale, Welfare and Recreation (FMWR) facilities will not assume responsibility for storing or safeguarding unit ACFT equipment.**

3.C.7.E. (U) See Coordinating Instructions.

3.D. (U) Coordinating Instructions.

3.D.1. (U) This order is effective for execution upon publication.

3.D.2. (U) Direct liaison is authorized granted to all commands, units, staff, and staff sections to take necessary actions in support of the execution of this order. At the direction of the HQ, IMCOM G-3/5/7, participate in or take action in support of activities, meetings, and/or conferences required to execute this order.

3.D.3. (U) This order will additionally help clarify funding responsibilities associated with the purchase, issuance and storage of equipment for non-USAG units, as well as the restrictions on the use of NAF dollars for procurement of Unit/Organizational ACFT equipment or storage units.

3.D.4. (U) IMCOM is not responsible for storing, equipping, or purchasing items for non-IMCOM units.

4. (U) SUSTAINMENT. None.

5. (U) COMMAND AND CONTROL.

5.A. (U) Command. The Office of Primary Responsibility is HQ, IMCOM G-3/5/7 all others are Office of Coordinating Responsibility.

5.B. (U) Control. None.

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OPERATIONS ORDER 20-004: Implementation of the Army Combat Fitness Test (U)

5.C. (U) Signal.

5.C.1. (U) HQ, IMCOM G-3/5/7, POC: SGM Baird, Thomas J., comm: 210-466-0105, DSN: 450-0105, or via email: Thomas.J.Baird.mil@mail.mil.

5.C.2. (U) Acknowledge receipt of this order to the POC in para 5.C.1.

ACKNOWLEDGE:

MCGUIRE
MG
Acting Commanding General

OFFICIAL:

SCOTT.JERRY.DO
UGLAS.104360798
3

Digitally signed by
SCOTT.JERRY.DOUGLAS.1043
607983
Date: 2019.10.31 13:12:08 -05'00'

Chief, Operations and Security Division For:
HOEHNE
SES
G-3/5/7

ANNEXES:

- A – (U) Consolidated Status Report
- B – (U) ACFT Equipment List
- C – (U) HQDA EXORD 219-18 (w/ FRAGOs)

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