

SPAWARINST 1710.1A  
SPAWAR PMW-151  
27 Jun 02

SPAWAR INSTRUCTION 1710.1A

From: Commander, Space and Naval Warfare Systems Command

Subj: OPERATION AND ADMINISTRATION OF MORALE WELFARE AND  
RECREATION PROGRAM

Ref: (a) BUPERSINST 7010.15  
(b) BUPERSINST 1710.11C  
(c) DOD 7000.14-R, Volume 13

Encl: (1) Standard Operating Procedures for the Retail Sales  
Administrator  
(2) Standard Operating Procedures for the Fund  
Custodian  
(3) Sample MWR Designation as the SPAWAR Morale Welfare  
and Recreation Officer  
(4) Sample MWR Designation as the MWR Retail  
Administrator  
(5) Sample MWR Designation as MWR Fund Administrator  
(6) Sample MWR Designation as MWR Alternate Funds  
Custodian  
(7) Directorate/Code MWR Party Request Form

1. Purpose. To amplify procedures set forth in references (a) through (c), by providing enclosures (1) through (7) to establish responsibility for control and administration of the Morale Welfare and Recreation (MWR) program.

2. Cancellation. SPAWARINST 1710.1

3. Responsibility. The Morale Welfare and Recreation (MWR) Officer is responsible for ensuring the implementation of the MWR program policy per references (a) through (c).

4. Organization. The MWR program shall be comprised of a Council, Committee, MWR Officer, MWR Fund Administrator, and MWR Retail Administrator.

a. MWR Council

(1) The MWR Council shall oversee the administration of the MWR program, review the status of the MWR fund per

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reference (b), and make recommendations to the Commander concerning MWR matters, including MWR funds.

(2) Be comprised of the Vice Commander, Executive Assistant to the Commander, and Command Master Chief.

(3) Vote on all proposed purchases in excess of \$2,500 using MWR Funds.

(4) Have at least one MWR Council member attend each MWR Committee meeting as a nonvoting member. The MWR Council representative at the MWR Committee meeting may be required to cast one vote in the event of a tie.

(5) Review and approve/disapprove MWR Committee meeting minutes and budget. The council has the authority to question all budget proposals, and to bring such questions to the committee's attention and request a re-vote be taken at the next scheduled committee meeting.

b. MWR Committee

(1) The MWR Committee is established to ensure the representation of all personnel in matters concerning the MWR program and to make recommendations to the MWR Council regarding the conduct of the program.

(2) The MWR Committee shall be comprised of one representative from each Directorate/Code in SPAWAR with five or more assigned military personnel. All other Directorates/Codes will be represented by the MWR Officer.

(3) Committee member responsibilities include participating in all MWR committee meetings, performing assigned duties when scheduled, serving on a committee and supporting its activities when necessary, providing liaison with the Directorate or Code from which appointed, and special duties as may be assigned.

(4) MWR Committee meetings shall be held at least once a month or as deemed necessary by the chairperson. The MWR Officer will serve as the chairperson. At a minimum, one member from the MWR Council shall attend MWR Committee meetings. Members of the MWR Council, the MWR Fund Administrator and the MWR Retail Administrator are non-voting members of the committee. The MWR Council representative may cast one vote to break a tie. For a motion to be passed by the committee, at least 50% of the voting members must be present.

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(5) All MWR Committee members will receive an overview of items discussed during MWR meetings via official minutes generated and distributed by the MWR Officer or his designee.

(6) The MWR Committee Chairperson is responsible for reviewing the meeting's minutes and attaching a financial statement.

c. MWR Officer. The MWR Officer will serve in a collateral duty capacity. The MWR Officer shall:

(1) Supervise the MWR program per references (a) through (c).

(2) Be a voting member on the MWR Committee, representing all directorates with less than five military personnel assigned. The MWR Officer shall be the Chairperson of the MWR Committee.

(3) Request a new representative from a directorate if that directorate has not been represented for two or more consecutive meetings/events.

(4) Present all MWR Committee meeting minutes, financial statements and budgets to the MWR Council and committee members.

(5) Appoint the Retail Sales Administrator, Funds Administrator and Alternate Funds Custodian.

(6) Conduct (along with the Alternate Funds Administrator) surprise verification of all MWR Inventory and Cash on Hand on a quarterly basis.

d. MWR Retail Administrator. Utilizing enclosure (2), and serving in a collateral duty capacity, the MWR Retail Administrator's primary tasks are to manage resale materials and produce profits to be transferred to the MWR Fund Custodian.

e. MWR Fund Administrator. Utilizing enclosure (3), and serving in a collateral duty capacity, the MWR Fund Administrator's primary task is to prepare financial statements, and ensure that a clear audit trail exists to support the statements in all areas.

f. MWR Alternate Funds Administrator. The MWR Alternate Funds Administrator, serving in a collateral duty capacity shall make deposits into the MWR account in the absence of the Fund Administrator, and assist the MWR Officer in conducting surprise quarterly cash verifications and inventories. Surprise quarterly cash verifications will not be conducted when the Alternate is acting in the absence of the Funds Administrator, and will be conducted in a time frame to allow for separation of duties.

5. Directorate/Code Party Fund Request. SPAWAR military personnel can withdraw funds from the recreation account for use by Directorates/Codes for parties and picnics. The funds will be allocated on a "per person" basis. Approval of requests for funds by the directorate/division heads is required for divisions to expend funds up to the allocated amount. Alcoholic beverages will not be purchased with recreation funds. Funds are requested as follows:

a. When planning a picnic or party, the Directorate/Code concerned shall complete a Directorate/Code Party Request Form (enclosure (7)), and forward it to the MWR Fund Administrator via the Directorate Head.

b. \$3.00 will be allotted per service member quarterly, maximum \$9 per fiscal year. No advances beyond the current quarter may be issued. Unused funds may not be carried forward beyond the end of the fiscal year.

c. All receipts for food/picnic items purchased must be turned into the MWR Fund Administrator within 5 working days after the event. Future party funds will be withheld from a division until all receipts from a previous party or picnic are turned into the MWR Fund Administrator.

K. D. SLAGHT

Distribution:  
SPAWAR List 4

**STANDARD OPERATING PROCEDURES FOR  
RETAIL SALES ADMINISTRATOR**

The MWR Retail Administrator's primary tasks are to manage resale materials and produce profits to be transferred to the MWR Fund and will:

1. Order and maintain adequate stock levels of merchandise suitable for resale. Stock levels shall be maintained commensurate with demand, so as to not result in excess inventory. Receipts for merchandise must be countersigned by the MWR Officer or other military officer other than the MWR Fund and Retail Administrator.
2. Maintain visual displays and other means of advertising.
3. Submit invoices to the MWR Fund Administrator within two business days for prompt payment.
4. Submit pricing requests to the MWR Officer for approval/disapproval.
5. All sales receipts shall be transferred to the MWR Fund Administrator on the last business day of the accounting period, or at a minimum, when cash on hand exceeds \$500.00.
6. Maintain a change fund amount in the amount of \$50.00.
7. Attend MWR Committee meetings as a non-voting member.
8. Be prepared for end-of-fiscal year inventory on the last business day of the fiscal year, and for surprise inventories/cash counts at any time.
9. Prepare sales receipt vouchers in duplicate for each sale and update inventory records at least monthly. Maintain all records for 3 years.
10. Receive and maintain inventory of other MWR fixed assets (i.e. display case, sports equipment).

**STANDARD OPERATING PROCEDURES FOR  
FUND ADMINISTRATOR**

The MWR Fund custodian advises the MWR officer regarding financial status and solvency of the MWR fund. Additionally, the Fund custodian ensures there is an audit trail for all monetary credits and debits.

Specifically, the MWR Fund Custodian will:

1. Maintain financial records to include sales receipt transfers from the Retail Administrator, bank statements, memoranda for the record, approved minutes where necessary to support expenditure in excess of \$2,500 and a spreadsheet with an up to date fund position. Financial documents will be categorized into the following three records:
  - a. An organized record of all fund transfers and executed contracts.
  - b. Financial, bank statements and spreadsheet.
  - c. Record of all deposits
2. Promptly pay all invoices for merchandises received by the MWR Retail Administrator to take advantage of vendor discounts
3. Provide a MWR Fund report monthly to the MWR Committee via the MWR Officer.
4. Submit an annual budget not later than 15 October, designating the use of appropriated and non-appropriated funds for recreation activities. This budget will be forwarded to the MWR Committee via the MWR Officer. After review, the budget will be forwarded to the MWR Council for approval.
5. Maintain a file for each funded event to include but not limited to total cost, amount collected and subsidized, participant list, receipts, contracts and photographs if available and approved minutes authorized event.
6. Order all MWR fixed assets with the exception of material ordered for resale.
7. Submit all purchase order requests for non-resale items using MWR funds, to the MWR Committee.

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8. Provide frequent information to all SPAWAR employees via SPAWAR Knowledge Center on MWR-sponsored recreational and athletic activities.

9. Administer the receipt and expenditure of recreation funds, recording income and expenses separately and in their totality for each event sponsored by the MWR fund.

10. Maintain accountability for recreation funds and property. All records will be retained for three years.

11. Prepare an annual financial statement of the fund to include all income and expenses for the entire year. The report shall be prepared as of the last day of the fiscal year, and submitted annually to BUPERS by 15 October of each year.

12. Record and deposit all transferred cash on hand generated from sales.

13. Attend MWR Committee meetings as a non-voting member.

SAMPLE

1700  
Ser

(code)/##

(date)

From: Commander, Space and Naval Warfare Systems Command  
To: (Name)

Subj: DESIGNATION AS THE SPAWAR MORALE WELFARE AND RECREATION  
OFFICER

Ref: (a) SPAWARINST 1710.1A, Operation and Administration of  
Morale Welfare and Recreation Program

1. You are hereby designated as the SPAWAR Morale Welfare and Recreation (MWR) Officer effective (Date). The MWR Officer's primary task is to supervise the MWR program per reference (a). You will be responsible for the following:

a. Serve as Chairperson for the MWR Committee and serve as a voting member of the committee representing all directorates with less than five military personnel assigned.

b. Present all MWR Committee meeting minutes, financial statements and budgets to the MWR Council.

c. Appoint in writing the MWR Fund Administrator, MWR Alternate Fund Administrator, and MWR Retail Administrator.

(signed)  
K. D. SLAGHT



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SAMPLE

1700  
(Date)

From: SPAWAR Command Morale, Welfare and Recreation Officer  
To: (Name)

Subj: DESIGNATION AS THE SPAWAR MWR RETAIL ADMINISTRATOR

Ref: (a) SPAWARINST 1710.1A, Operation and Administration of  
Morale Welfare and Recreation Program

1. You are hereby designated as the SPAWAR MWR Retail Administrator effective (Date). The MWR Retail Administrator's primary tasks are to manage resale materials and produce profits to be transferred to the MWR Fund per reference (a). Additionally, following the guideline of enclosure (5) in reference (a), you shall be responsible for the following:

a. Order and maintain adequate stock levels of merchandise suitable for resale. Receipts for merchandise must be countersigned by the MWR Officer or other military officer other than yourself and the MWR Fund Administrator.

b. Maintain visual displays and other means of advertising.

c. Submit invoices to the MWR Fund Administrator within two business days for prompt payment.

d. Submit pricing requests to the MWR Officer for approval/disapproval.

e. Transfer funds in excess of \$50 change fund to the MWR Fund Administrator bi-weekly or when total funds on hand exceed \$500.

f. Attend MWR Committee meetings as a non-voting member.

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MWR Officer

Encl (4)



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1700  
(Date)

From: SPAWAR Morale, Welfare and Recreation Officer  
To: (Name)

Subj: DESIGNATION AS MWR FUND ADMINISTRATOR

Ref: (a) SPAWARINST 1710.1A, Operation and Administration of  
Morale Welfare and Recreation Program

1. You are hereby designated as the SPAWAR MWR Fund Administrator effective (Date). The MWR Fund Administrator's tasks are to provide guidance to the MWR Officer utilizing the Standard Operating Procedures outlined in reference (a). Your duties shall include:

a. Depositing all funds transferred from the MWR Retail Administrator to the MWR account at Point Loma Federal Credit Union bi-weekly, or when total funds transferred from the Retail Sales Administrator exceed \$500 but no later than by the last business day of the accounting period.

b. Advising the MWR Officer of the financial position of the fund via formal monthly statements or as necessary.

c. Prepare monthly financial statements for the MWR Officer and annually for BUPERS. Statements shall be fully supported by adequate documentation.

\_\_\_\_\_  
MWR Officer

Encl (5)



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1700  
(Date)

From: SPAWAR Morale, Welfare and Recreation Officer  
To: (Name)

Subj: DESIGNATION AS ALTERNATE MWR FUND ADMINISTRATOR

Ref: (a) SPAWARINST 1710.1A Operation and Administration of  
Morale Welfare and Recreation Program

1. You are hereby designated as the SPAWAR Alternate MWR Fund Administrator effective (Date). The Alternate MWR Fund Administrator's tasks are to provide guidance to the MWR Fund Administrator and deposit funds in the absence of the MWR Fund Administrator. Your duties shall be limited to:

a. In the absence of the MWR Fund Administrator, depositing all funds transferred from the MWR Retail Administrator to the MWR account at Point Loma Federal Credit Union bi-weekly, when total funds transferred exceed \$500 but no later than the last business day of the accounting period.

b. Conducting quarterly surprise cash and inventory counts of the retail operation when you have not been responsible for the funds immediately before the unannounced cash count.

c. Providing advice to the MWR Fund Administrator when requested.

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MWR Officer

Encl (6)



Date: \_\_\_\_\_

**Directorate/Code MWR Party  
Request Form**

Part 1:  
**(To be filled out by the Directorate/Code Head)**

It is requested that Recreation Party Funds be provided as outlined below:

A. Event:  
\_\_\_\_\_

B. Place:  
\_\_\_\_\_

C. Date and Time:  
\_\_\_\_\_

D. Number of military personnel assigned to Directorate/Code:  
\_\_\_\_\_  
**(Include an alphabetic list of personnel)**

I have read and understand the provisions of SPAWARINST 1710.1A. All provisions have been met in the planning of this party. I understand that Welfare and Recreation funds used must not be used to purchase alcohol.

I understand that all receipts for all funds must be returned to the MWR Fund Administrator within five days with the unused balance of funds.

Division Head (print name):  
\_\_\_\_\_

Division Head (signature):  
\_\_\_\_\_

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Part 2  
**(To be filled out by Directorate/Code Head)**

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I concur with the plans for this party. All provisions of SPAWARINST 1710.1A have been met.

Directorate/Code Head (signature):

\_\_\_\_\_

- - - - -  
- -

Part 3  
**(To be filled out by MWR Fund Administrator)**

Personnel on roster x \$3.00 per person per +  
\$ \_\_\_\_\_  
quarter

Funds unaccounted for from previous parties -  
\$ \_\_\_\_\_

Funds previously issued for individuals listed  
on the attached roster this fiscal year -  
\$ \_\_\_\_\_

Total availability for this party =  
\$ \_\_\_\_\_

Amount of this request  
\$ \_\_\_\_\_

Balance Available  
\$ \_\_\_\_\_

\_\_\_\_\_  
(MWR Fund Administrator)