

NDWINST 7548.2B  
N9  
17 Apr 14

NAVAL DISTRICT WASHINGTON INSTRUCTION 7548.2B

From: Commandant, Naval District Washington (N9)

Subj: NAVAL DISTRICT WASHINGTON CIVILIAN MORALE, WELFARE AND RECREATION (CMWR) FUND

Ref: (a) DoD Instruction 1015.08 of 23 December 2005  
(b) OPNAVINST 4535.1B  
(c) BUPERSINST 12990.1A  
(d) CNIC ltr 12990 Ser CNI/173 of 3 Jun 05  
(e) CNIC ltr 12990 of 2 Sep 05  
(f) NDW ltr 1700 Ser N9 006 of 15 May 07  
(g) CNIC ltr 12990 Ser N9/8U37375 22 Oct 08  
(h) BUPERSINST 7043.1B  
(i) EBUSOPSOFFINST 4200.2  
(j) BUPERSINST 1710.3

Encl: (1) Request for CMWR Unit Funds  
(2) Request for CMWR Event Funds  
(3) Reconciliation of Unit Fund or Event Request

1. Purpose. To issue policies and establish practices for the Naval District Washington (NDW) Civilian Morale, Welfare and Recreation (CMWR), in accordance with the provisions of references (a) through (j). The CMWR is designed to foster the health, well-being, and morale of all Department of Defense (DoD) civilian employees located at NDW region installations by encouraging, promoting and supporting recreational, social, educational, and related activities, programs, and projects for its members. CMWR activities are designed to complement a military Morale, Welfare and Recreation (MWR) activity. CMWR activities must not compete with MWR activities as indicated in reference (c) and should utilize MWR as the primary product or service provider whenever possible. CMWR activities should be closed or consolidated when similar services are available via MWR.

2. Cancellation. NDWINST 7548.2A

3. Scope. This instruction applies to all civilian employees assigned to NDW and NDW tenant commands. Military personnel are eligible to participate in all CMWR activities with the exception of civilian unit allocation funds.

4. Integrity. The Standards of Conduct applicable to DoD civilian personnel will apply to all CMWR members as well as any individuals designated to perform any official duty on behalf of or in support of the CMWR. All CMWR activities and programs will be designed so that they will not interfere with the

official work of the host installation or that of any of its tenant commands. However, the use of official duty time in the preparation of, or the participation in, any CMWR sponsored event, will be authorized on a selective and occasional basis by the senior official of the associated tenant command.

5. Roles and Responsibilities.

a. Fund Custodian. The Regional MWR Director will serve as the custodian of the CMWR Fund.

b. The Installation Commanding Officer shall ensure proper administration, supervision and operation of the installation CMWR program per reference (c).

c. The installation MWR Director will fulfill responsibilities of the CMWR Director in accordance with reference (c). The MWR Director will ensure timely budget submittal and will monitor financial performance throughout the fiscal year.

6. NDW CMWR Organization. The following installations or facilities will operate independent programs and are required to organize advisory councils:

a. Naval Support Activity Washington (NSAW) consisting of NSF Anacostia, Washington Navy Yard, U.S. Naval Research Laboratory (NRL), NSF Carderock, Naval Observatory (NOBSY) and NSF Arlington. Due to the geographic proximity of the six facilities comprising NSAW, each fence line will develop its own dedicated budget.

b. Naval Support Facility (NSF) Indian Head including Stump Neck.

c. NSA Annapolis (NSAA) including the U.S. Naval Academy.

d. Naval Air Station Patuxent River (NASPR) including Navy Recreation Center Solomon's and Webster Field.

7. Budget.

a. Installation MWR Directors must submit annual CMWR budgets to the Regional MWR Program Manager not later than 1 September. The Regional MWR Program Manager will approve or revise and return the budgets not later than 14 September.

b. The CMWR program will pay 10% commission to the MWR program for program management, fund administration and back of

the house support such as accounting, procurement and contract administration.

8. CMWR Installation Advisory Councils.

a. Duties: Installation Councils will serve in an advisory capacity and shall not be involved in the day-to-day operations of the CMWR program. The Councils are responsible for recommending program ideas to the MWR Director for inclusion in the annual budget. Council members must be full-time civilian employees of the activity and may not be contracted personnel. Council meetings shall occur a minimum of once per quarter. Written minutes of each meeting shall be approved by the CO or authorized designee. Once approved, the installation MWR Director shall forward a copy of the minutes to the Regional MWR Director for situational awareness.

b. Composition: At the discretion of the tenant or command CO, members of the regional advisory council may be elected, appointed, or a combination thereof. The CMWR Advisory Council will choose a chairperson and a recorder from its voting membership. The Custodian of the CMWR NAFI or an appointed delegate may serve with a recorder without a vote. The CO may augment the board with non-voting attendees with special expertise (e.g., legal, financial management or military MWR members). Individuals in the audit or inspection of the NAFI may not serve as members of the CMWR Advisory Council.

c. Treasury: The Fleet and Family Readiness (FFR) Regional Business Office is responsible for the general accounting of the CMWR program and will perform treasury duties. Installation MWR Financial Assistants (FAs) shall attend council meetings and serve as the liaison between the FFR Regional Business Office and installation CMWRs. The FFR Regional Business Office will consolidate and submit all CNIC annual reporting requirements.

9. Authorized NDW Activities.

a. Category II, Income-Generating and Resale Activities. Category II activities are not authorized at NDW without written approval of the NDW Fleet and Family Readiness Director.

b. Category IV, MWR Recreation Related Activities.

(1) Special recreational, social, hobby or occupational interests.

(2) Entertainment, amusement or carnivals.

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(3) Contests that include awards and prizes. All awards and prizes must be properly dispersed and signed for by each recipient. These should be limited to \$75 or less in value. Cash awards are not authorized.

(4) Participation in patriotic, historical, cultural or similar installation-wide events.

(5) Other events, programs, and benefits as authorized by NDW MWR Program Manager.

10. Disbursement and Reconciliation of CMWR Funds.

a. Commands requesting Unit Funds shall submit enclosure (1) to the installation MWR Director at least 14 days prior to the required disbursement of cash. Distribution of unit fund allocations shall not exceed \$10 per eligible member per fiscal year and will be fully administered per reference (j).

b. Commands requesting funds for an event that has been authorized in the annual budget or otherwise, shall submit enclosure (2) to the Installation MWR Director at least 14 days prior to the required disbursement of cash.

c. Post-event reconciliation of funds shall occur within seven calendar days of the event by completing enclosure (3) and submitting to the installation MWR Finance Analyst, along with receipts for payment of goods or services and any remaining cash.

11. Fiscal Year, Audit and Accountability.

a. Fiscal Year: The CMWR shall be administered on a fiscal year budget.

b. Books and Records: An annual audit will be conducted by NDW Inspector General (IG) and/or Navy Installations Command (NIC), or at the request of the N9 to ascertain the accuracy and integrity of the official books and records of the CMWR.

c. Vending Machines: The Navy Exchange has first right of refusal for all new vending provided through installation CMWR programs.

d. Accountability: Installation CMWR programs should operate in accordance with approved annual budgets and review income and expense statements monthly. Expenses should remain within ten percent of the projection and should not exceed the anticipated total at year end without regional approval. Each Installation

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CMWR is expected to be a minimum of 100% self-sufficient at the end of each fiscal year.

e. Distribution of Assets and Properties: Funds will be maintained in a single fund at the region. N9 will allocate funds to installations in accordance with the approved budget with considerations for exceptions as requested, with proper justification and documentation. All procurements of \$5000 or more must be approved by the fund custodian i.e. the regional MWR Director.

f. Annual Reporting Requirements: Guidance on annual reporting requirements may be found in references (i) and (g) and their enclosures. Enclosures in reference (g) also include a sample financial statement, assessment and liability/bonding insurance requirements and sample vending report. Additionally, the CMWR Program Manager at CNIC headquarters communicates any changes to reporting requirements or forms as needed.

12. Records Management. Records created as a result of this instruction, regardless of media or format, shall be managed per SECNAV Manual 5210.1.



T. MCGUIRE  
By direction

Distribution:

Electronic only, via CNIC Gateway Directive Website  
<https://g2.cnic.navy.mil/CNRNDW/Pages/Default.aspx>.

REQUEST FOR CMWR UNIT FUNDS

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

From:  
To: Installation MWR Director  
Subj: REQUEST FOR CMWR UNIT FUNDS  
Ref: (a) NDWINST 7548.2B  
Encl: (1) Command Alpha Roster

1. Per reference (a), we are requesting civilian unit funds to support the command.

- a. Type of Event: \_\_\_\_\_
- b. Date of Event: \_\_\_\_\_
- c. Funds will be utilized for: \_\_\_\_\_
- d. Amount requested: \_\_\_\_\_

2. The please make check payable my event point of contact:

- a. Name: \_\_\_\_\_
- b. Phone: \_\_\_\_\_
- c. Email: \_\_\_\_\_

3. I understand that a reconciliation report of funds is required within seven calendar days after the event.

Unit Commanding Officer

Enclosure (1)

REQUEST FOR CMWR EVENT FUNDS

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

From:  
To: MWR Director  
Subj: REQUEST FOR CMWR EVENT FUNDS  
Ref: (a) NDWINST 7548.2B

1. Per reference (a), we are requesting civilian unit funds to support the command.

- a. Type of Event: \_\_\_\_\_
- b. Date of Event: \_\_\_\_\_
- c. Funds will be utilized for: \_\_\_\_\_
- d. Amount requested: \_\_\_\_\_

2. The please make check payable to my event point of contact below.

- a. Name: \_\_\_\_\_
- b. Phone: \_\_\_\_\_
- c. Email: \_\_\_\_\_

3. I understand that a reconciliation report of funds is required within seven calendar days after the event.

\_\_\_\_\_  
Unit Commanding Officer

Enclosure (2)

RECONCILIATION OF CMWR UNIT FUND OR EVENT

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

From:

To: MWR Financial Analyst

Subj: RECONCILIATION OF CMWR UNIT FUND OR EVENT

Encl: (1) Supporting Documents, Receipts, etc.

1. A financial summary of our command event held on \_\_\_\_\_ is provided below.

<u>SUPPLIER/VENDOR</u>	<u>Item</u>	<u>\$ Amount</u>
a.		
b.		
c.		
d.		
e.		
f.		

TOTAL FUNDS SPENT: \_\_\_\_\_

TOTAL FUNDS ISSUED: \_\_\_\_\_

BALANCE DUE TO CMWR FUND: \_\_\_\_\_

3. If there are questions regarding this report, please contact \_\_\_\_\_, my event POC at \_\_\_\_\_.

Unit Commanding Officer

Enclosure (3)