



UNITED STATES MARINE CORPS

U.S. MARINE CORPS FORCES COMMAND
1775 FORRESTAL DRIVE
NORFOLK, VIRGINIA 23551-2400

1700
MCCS
2 Feb 12

LETTER OF INSTRUCTION FOR UNIT AND FAMILY READINESS FUNDS CHANGE 1

From: Marine Corps Community Services Camp Allen, Director
To: Distribution List

Subj: LETTER OF INSTRUCTION (LOI) FOR UNIT AND FAMILY READINESS FUNDS, MCCS CAMP ALLEN, NORFOLK VA

Ref: (a) DoD Instruction 1015.10
(b) MCO P1700.27B, MCCS Policy Manual
(c) MARADMIN 011/09
(d) MCO 1754.9, Unit and Personal Family Readiness Program

Encl: (1) Expenditure Request/Reimbursement for Unit & Family Readiness Funds (U&FRF) Form
(2) Prize Accountability Form

1. Purpose. To detail the process of executing and reconciling Unit and Family Readiness Funds (U&FRF) distributed by Marine Corps Community Services (MCCS) Camp Allen to local and distant units supported by MCCS Camp Allen.

2. Background. As per the reference (a), MCCS Camp Allen is mandated to provide MWR support to Marines assigned to Camp Allen. MCCS Camp Allen also voluntarily provides U&FRF support to active duty Marines throughout the Hampton Roads area and provides distribution support for funds received for Marine Corps Security Force regiment commands located outside the Hampton Roads area. U&FRF support provided by MCCS Camp Allen falls into the following three categories:

a. Camp Allen Marines. Includes Headquarters Service Battalion (HqSvcBn) Marine Forces Command (MARFORCOM), Headquarters Service Company (HqSvcCo), Alpha Company and Charlie Company Marine Corps Security Forces (MCSF) Regiment Marines stationed on board Camp Allen. These units receive \$30 of U&FRF per year, per Marine allocated as \$7.25 per non-appropriated fund year (NAF) year quarter (February, May, August and November).

Subj: LETTER OF INSTRUCTION (LOI) FOR UNIT AND FAMILY READINESS FUNDS, MCCS CAMP ALLEN, NORFOLK VA

b. Hampton Roads Area Marines not assigned to Camp Allen. Includes all active Marines and assigned Sailors attached to Marine Corps units based on non-marine Corps Installations from as far north as Naval Weapons Station Yorktown and as far south as Naval Support Activity Station Yorktown and as far south as Naval Support Activity, Northwest Annex. These units receive \$15 of U&FRF per non-appropriated fund (NAF) year. These funds are only made available if requested by the eligible unit.

c. MCSF Regiment Marines assigned to units outside the Hampton Roads area. This category includes Marines and Sailors assigned to MCSF Bn Bangor WA, MCSF Bn Kings Bay, GA, and Marines assigned to the other four locations supported by the MCSF Regimental Family Readiness Officer (FRO). These funds are distributed annually after receipt from IIMEF, as indicated by the MCSF FRO at a level of at least \$10 per Marine per year.

3. Guidance. U&FRF has been established to provide discretionary funding to unit commander for the purpose of enhancing morale, welfare and recreation (MWR) needs including recreational, social and family readiness activities (including volunteer expenses). The administration of these funds is a trust requiring funds be expended with prudence so as to benefit the greatest number of authorized patrons and that all expenditures are properly authorized, planned and executed. This does not mean that all activities have to be available to everyone all the time. As long as all authorized patrons have the opportunity to participate at some point in the planned activities (or similar activities as other times), NAF may be used for support. Unit commanders will act as the sole authority for the spending of U&FRF in accordance with ref (b), (c) and (d).

4. Authorized U&FRF Expenditures.

a. Light refreshments for U&FRF program meetings, events and/or training sessions.

b. Volunteer awards and recognition.

c. Family readiness volunteer reimbursements including childcare, mileage, phone charges and other preapproved miscellaneous volunteer expenses.

d. Direct and overhead expenses including expendable items (i.e. supplies, travel, FRO business cards).

Subj: LETTER OF INSTRUCTION (LOI) FOR UNIT AND FAMILY READINESS FUNDS, MCCS CAMP ALLEN, NORFOLK VA

e. MWR support of unit recreational, social and family readiness activities to include unit parties, picnics and family days.

5. Prohibited U&FRF Expenditures.

a. Childcare reimbursement when APF dollars are available to support participants attending any MCFTB sponsored workshop or program.

b. FRO pay and compensation

c. Conducting activities other than those of MWR.

d. Purchase of military proficiency prizes and awards for performance of regularly assigned duties.

e. Payment of meal charges for government personnel on APF per diem or enlisted members in APF dining facility.

f. Donations to any relief, charitable or commercial organization or individual.

g. Purchase of food supplies or equipment for APF dining facilities except for holiday and special occasions when all members of the command may purchase food.

h. Support of projects involving improvement, rehabilitation or construction of religious facilities.

i. Purchase, printing or engraving of holiday or personal greeting cards.

j. Construction, alteration, renovation, or furnishing of any facility not used primarily as part of the MCCS MWR activities.

k. Support of functions held to primarily accomplish public affairs objectives.

l. Purchase of incentive awards not related to operating MCCS MWR activities.

m. Protocol or command representation events where official representation funds (ORF) are authorized or commander's personal entertainment obligations or retirement receptions.

Subj: LETTER OF INSTRUCTION (LOI) FOR UNIT AND FAMILY READINESS FUNDS, MCCS CAMP ALLEN, NORFOLK VA

n. Social affairs in honor of a particular individual or for the purchase of anything for a specific individual (e.g. going away parties).

o. Lease of grounds, facilities or re-locatable buildings without prior approval from HQMC.

p. Expenses other than expendable goods and services.

q. Services or articles related to MWR activities obtainable through expenditures of APF unless such articles or services are not obtainable in sufficient quantity or quality to meet the needs of the unit.

r. Grants or loans to other NAFIs except as specifically authorized by HQMC.

s. Purchase of capital equipment and/or command award/memento coins.

6. Execution of U&FRF:

a. Allocation of U&FRF.

(1) The funds allocated will be based on the command reported onboard unit strength from the Marine Corps Total Force System (MCTFS) including Sailors assigned to the unit. The report pulled on the first working day of each quarter, of the NAF fiscal year, will be utilized for total funds allocated for that quarter.

b. Request of U&FRF.

(1) An Expenditure request/Reimbursement for Unit and Family Readiness Funds Form, Enclosure (1), will be signed by the Commanding Officer or command member designated in writing. A detailed list of expenditures requested must be listed on the form. It will be submitted by the command FRO or commander designee to the MCCS Coordinator, the MCCS Deputy Director or the MCCS Director if the MCCS Coordinator is not available.

(a) Submit the request a minimum of 7 working days prior to the date of the event.

Subj: LETTER OF INSTRUCTION (LOI) FOR UNIT AND FAMILY READINESS FUNDS, MCCS CAMP ALLEN, NORFOLK VA

(b) The MCCS Coordinator will process the request, seek signatures from the MCCS Director and submit for payment to MCCS Camp Allen accounting department.

(1) A check will be issued and made payable to the designee as listed on Enclosure (1) "Claimant or Payee". Checks are issued on Thursdays except on rare occasions as required by MCCS Accounting department.

(2) MCCS Accounting will contact the payee via email and/or phone alerting the check is available for pickup at the MCCS Administration building or may be deposited automatically into the designated command bank account.

c. Reconciliation of U&FRF.

(1) The FRO or commander's designee will return all the related receipts, along with "leftover" U&FRF money, reconciling with the MCCS accounting department, or the MCCS Administrative Assistant within 5 business days of the scheduled event.

(a) The four overseas MCSF Regimental companies (funds managed by the Regimental FRO) will have until the end of the current quarter to submit all receipts and provide all three monthly bank statements per quarter. Funds for subsequent quarters will not be released until the previous quarter is reconciled.

(b) Bangor WA and Kings Bay GA FRO will provide all appropriate receipts and monthly bank statements to the MCCS Camp Allen MCCS Coordinator for reconciliation. Excess U&FRF will remain in the unit bank accounts. Those excess funds will only be used when Enclosure (1) is appropriately submitted.

(2) When giveaway items are purchased with U&FRF, a completed prize accountability form, Enclosure (2), will be submitted at the time of reconciliation, along with the original receipts to accounting for the purchase(s). Each "giveaway" item(s) will be appropriately listed and whoever received the item will legibly print their name and then sign in the spaces provided. The FRO or commander's designee will ensure the "giveaway" items that were purchased match those that are signed for, before the paperwork (and corresponding copies) are submitted to MCCS accounting and the MCCS Coordinator.

Subj: LETTER OF INSTRUCTION (LOI) FOR UNIT AND FAMILY READINESS FUNDS, MCCS CAMP ALLEN, NORFOLK VA

(3) All receipts must be received and legibly signed by a third person, a person not listed as the commanding officer or as the "Claimant or Payee". This person must attest and see first-hand all the items purchased for the scheduled event by printing their name, signing their signature and providing the date received on receipt documentation.

(4) The FRO or commander's designee will provide the original receipt to MCCS Camp Allen for reconciliation and provide an additional copy for the MCCS Coordinator and place the copy in the MCFTB box. Scanned/mailed/faxed receipts will be accepted from units outside the Hampton Roads geographical area.

(5) The MCCS Coordinator will maintain copies of all correspondence relating to the quarterly allocations, the U&FRF requests, all the receipts and the bank statements.

(6) The MCCS Coordinator will track all requests and reconciliations and provide a quarterly U&FRF balance to the FRO or commander's designee.

7. This guidance is effective immediately.

8. Questions regarding this LOI should be addressed to the MCCS Coordinator for Camp Allen at (757)445-6785 or the MCCS Camp Allen Chief Financial Officer at (757)445-1317


M. W. FLANARY

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Subj: LETTER OF INSTRUCTION (LOI) FOR UNIT AND FAMILY READINESS FUNDS, MCCS CAMP ALLEN, NORFOLK VA

EXPENDITURE REQUEST/REIMBURSEMENT FOR UNIT & FAMILY READINESS FUNDS <small>(Claimant fill out sections 1 through 7 only)</small>		1. Unit	2. Data (DD MMM YY)			
3. Claimant or Payee	a. Name (Last, first, middle initial) & Title (FRO, Volunteer, Vendor)	c. Phone Number	4. Payment Method <input type="checkbox"/> Check <input type="checkbox"/> Advance <input type="checkbox"/> Direct Deposit <input type="checkbox"/> Credit Card <input type="checkbox"/> Petty Cash <input type="checkbox"/> UFM <input type="checkbox"/> Req & Issue <input type="checkbox"/> U&FRF			
	b. Mailing Address					
5. Expenditures						
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>A - Volunteer Awards/Recognition (001)</p> <p>B - Volunteer Reimbursements (002)</p> <p>C - Light Refreshments (003)</p> <p>D - Unit Parties/Picnics (004)</p> <p>E - UFR Child Care (005)</p> </div> <div style="width: 30%;"> <p>F - Direct/Overhead Exp - Comm (006)</p> <p>G - Direct/Overhead Exp - Travel (007)</p> <p>H - Direct/Overhead Exp - Other (008)</p> <p>I - MWR Support (009)</p> <p>J - Marine Corps Ball (010)</p> </div> </div>						
Line	Transaction Date DD MMM YY	Code				
(a)	(b)	(c) Item Description and Location of Purchase	Amount Requested			
1						
2						
3						
4						
5						
6						
7						
8						
9						
Subtotal Carried Forward From Page 2			\$			
(d) Mileage, Fares & Tolls						
	(e) From (Beginning Location)	(f) To (Ending Location)	(g) Mileage	(h) Mileage Times Mileage Rate (\$) \$0.53	(i) Fare or Toll (\$)	(j) Total of Mileage (h) + Fare or Toll (i)
10				\$		\$
11				\$	\$	\$
12				\$	\$	\$
13				\$	\$	\$
Subtotal Carried Forward From Page 2						\$
6. Amount of Request/Reimbursement (total of column)						\$
8. This request / claim approved (FRO/Commander Designee) <i>Sign & Print</i>				7. I certify that this request / claim is true and correct to the best of my knowledge that payment or credit has not been received by me.		
Approving Official		Date		Claimant		Date
9. This claim is certified correct and proper for payment (UFRFA/CFO). <i>Sign & Print</i>				10. Cash Payment Receipt		
Authorized Certifying Official		Date		a. Payee (<i>Sign & Print</i>)		b. Date
						c. Amount \$
11. Reconciliation of Advance Payments						
a. Beginning Balance		b. Amount Disbursed		c. Receipts Attached Total		d. Cash Collection Receipt
\$ _____		\$ _____		\$ _____		\$ _____
Disbursement processed by: _____				Voucher #: _____		Date: _____
Accounting Classification (Office Use Only)						
12. Voucher Number		13. Cost Center		14. Tracking Number		

Attach original receipts here

