



Marine Corps Community Services  
1251 Yalu Street  
Norfolk, VA 23515-4693

Telephone: (757) 445-1277  
Fax: (757) 444-6198

1700  
MCCS  
1 Feb 2017

STANDARD OPERATION PROCEDURE (SOP) FOR UNIT AND FAMILY READINESS FUNDS

From: Director  
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR UNIT AND FAMILY READINESS FUNDS, MCCS HAMPTON ROADS, LOCATED AT CAMP ALLEN NORFOLK VA

Ref: (a) DoD Instruction 1015.10  
(b) MCO P1700.27B, MCCS Policy Manual  
(c) MARADMIN 015/17  
(d) MCO 1754.9A, Unit and Personal Family Readiness Program

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

1. Purpose. To detail the process of procuring and reconciling U&FRF distributed by Marine Corps Community Services (MCCS) Hampton Roads, located at Camp Allen, to units stationed throughout the Hampton Roads area.

2. Background. As per reference (a), MCCS Hampton Roads is mandated to provide Morale Welfare & Recreation (MWR) support to Marines assigned to Camp Allen. MCCS Hampton Roads also voluntarily provides U&FRF support to active duty Marines throughout the Hampton Roads area. U&FRF support provided by MCCS falls into the following two categories:

a. Camp Allen Marines. Includes Headquarters Service Battalion (HQSVCBN) Marine Forces Command (MARFORCOM), as well as Alpha and Charlie Company, Marine Corps Security Force Regiment (MCSFR) stationed on board Camp Allen. These units receive \$18.75 of U&FRF per Marine, per non-appropriated fund (NAF) fiscal year. Quarterly allocation will be: \$4.50 per Marine for the first quarter (February), and \$4.75 for each subsequent quarter (May, August, November).

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b. Hampton Roads Area Marines not assigned to Camp Allen.

Includes all active duty Marines and assigned Sailors (including only Chaplains, Religious Program Specialists, and Corpsmen) attached to Marine Corps units based on non-Marine Corps installations from as far north as Cheatham Annex and as far south as Naval Support Activity Northwest Annex located in Chesapeake, Virginia. These units will receive \$8.75 of U&FRF per NAF fiscal year. These funds will be made available upon request by the eligible unit and in accordance with this SOP. Quarterly allocations will be: \$2.00 per Marine for the first quarter (February) and \$2.25 for each subsequent quarter (May, August, November).

(1) Marine Corps units based on other-service installations shall utilize NAF funds from the host installation. The amount offered is currently \$10.00 per Marine per year. These funds, combined with MCCA Hampton Roads, U&FRF, equals \$18.75 per Marine, per year.

3. Guidance. U&FRF has been established to provide discretionary funding to unit commanders for the purpose of enhancing 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 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 references (b), (c) and (d).

a. The NAF fiscal year prescribed for U&FRF begins on approximately 1 February and ends approximately 31 January annually. NAF U&FRF are to be used in the year provided rather than accumulated from year to year. Unused NAF U&FRF will rollover for a maximum of two quarters. At the end of the second quarter of accumulation excess funds will be withdrawn unless designated for a specific purpose.

4. Authorized U&FRF Expenditures.

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

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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, FRO business cards).

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 appropriated (APF) dollars are available to support participants attending any MCFTB sponsored workshop or program.

b. Family Readiness Officer (FRO) pay and compensation.

c. Conducting activities other than those of MWR, to include the purchase of food/refreshments for PME or command-sponsored training exercises/requirements.

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.

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

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

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

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 for Camp Allen Marines will be based on the command reported onboard unit strength from the Marine Corps Total Force System (MCTFS). The report will be obtained through MARFORCOM the last week of the present quarter, and will be utilized for total funds allocated for the upcoming quarter.

(2) The funds allocated for Marines NOT on Camp Allen will be based on the command reported onboard unit strength from MCTFS, pulled, from MARFORCOM once annually, the last week of January.

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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, budgeted, 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) MCCS Hampton Roads will provide tax exempt forms to the personnel picking up the check. Personnel tasked with making purchases must utilize this form.

(b) Submit Enclosure (1) a minimum of 7 working days prior to the date the check is needed. Checks are issued on Thursdays, except on rare occasions as required by the accounting department.

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1. The MCCS Coordinator will process the request, seek signatures from the MCCS Director (or Deputy in the absence of the Director) and submit for payment to the accounting department.

2. A check will be issued and made payable to the designee as listed on Enclosure (1), "Claimant or Payee".

3. The accounting department will contact the payee listed on Enclosure (1) via email and/or phone alerting the check is available for pickup at the MCCS Administration Building, Bldg. MCE-2. The building is located down the street from the Marine Corps Exchange, across from the Car Wash.

c. Reconciliation of U&FRF.

(1) The FRO (or commander's designee) will return all original related receipts, with a third party's printed name, signature, and date, the Prize Accountability Form, Enclosure (2), if appropriate, the Accounting Form, Enclosure (3), and any remaining money to the MCCS Coordinator within 5 business days of the completion of the event. The MCCS Coordinator is located in building CA-5 (MCFTB office), located at Camp Allen, right off of Terminal Blvd.

(2) All submitted paperwork and monies will be reviewed for accuracy on the spot and only reconciliation packages deemed complete by the MCCS Coordinator will be accepted. The MCCS

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Coordinator will provide appropriate copies to the command representative reconciling the funds.

(3) The purchaser of goods, acting upon behalf of the command, must utilize the tax exempt form provided at the time the U&FRF funds are received and when expending U&FRF. It is highly recommended to call ahead and verify selected businesses will accept the tax exempt form. Taxes will not be covered or reimbursed with U&FRF. If a mistake happens and taxes are paid, the purchaser (or command rep) will be instructed to return to the location(s) at which the purchase(s) were made and request a refund of the taxes paid.

(4) 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.

(5) When giveaway items are purchased with U&FRF, a completed Prize Accountability Form, Enclosure (2), will be submitted to the MCCS Coordinator, at the time of reconciliation, along with the original receipts with the printed name, signature, and date by a third party. Each "giveaway" item(s) will be appropriately listed and whoever received the item will legibly print their name and sign in the space provided. The FRO or commander's designee will ensure the giveaway items purchased match those that are signed for before the paperwork and corresponding copies are submitted to the MCCS Coordinator. The dollar amount expended on giveaways and prizes must not exceed 25% of the total expenditure request for that event.

(6) All receipts must be received with a printed name, signature, and date by a third person, a person not listed as the Commanding Officer or as the "Claimant or Payee" per Enclosure (1). This person must attest to seeing first-hand all the items purchased for the scheduled event.

(7) The MCCS Coordinator will ensure all reconciliation packages and any monies returned are submitted to the cash office on a weekly basis.

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

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

7. This guidance is effective immediately.

8. Questions regarding this SOP shall be addressed to the MCCS Coordinator at (757)445-6875 or the Chief Financial Officer at (757)445-1317.

V. NEGRÓN

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<b>EXPENDITURE REQUEST/REIMBURSEMENT FOR UNIT &amp; FAMILY READINESS FUNDS</b> <small>(Claimant fill out sections 1 through 7 only)</small>				1. Unit		2. Date (DD MMM YY)	
<b>3. Claimant or Payee</b>	a. Name (Last, first, middle initial) & Title (FRO, Volunteer, Vendor)			c. Phone Number		4. Payment Method	
	b. Mailing Address					<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>5. Expenditures</b>							
		A - Volunteer Awards/Recognition (001)		F - Direct/Overhead Exp - Comm (006)			
		B - Volunteer Reimbursements (002)		G - Direct/Overhead Exp - Travel (007)			
		C - Light Refreshments (003)		H - Direct/Overhead Exp - Other (008)			
		D - Unit Parties/Picnics (004)		I - MWR Support (009)			
		E - UFR Child Care (005)		J - Marine Corps Ball (010)			
Line	Transaction Date DD MMM YY	Code	(c) Item Description and Location of Purchase				Amount Requested
(a)	(b)						
1							
2							
3							
4							
5							
6							
7							
8							
9							
Subtotal Carried Forward From Page 2						\$	
<b>(d) Mileage, Fares &amp; Tolls</b>							
	(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						\$	
<b>6. Amount of Request/Reimbursement (total of column)</b>							
\$							
8. This request / claim approved (FRO/Commander Designee) <i>Sign &amp; 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 &amp; Print</i>				10. Cash Payment Receipt			
Authorized Certifying Official		Date		a. Payee ( <i>Sign &amp; Print</i> )		b. Date	
						c. Amount \$	
<b>11. Reconciliation of Advance Payments</b>							
a. Beginning Balance		b. Amount Disbursed		c. Receipts Attached Total		d. Cash Collection Receipt	
\$ _____		\$ _____		\$ _____		\$ _____	
Disbursement processed by:				Voucher #:		Date:	
<i>Accounting Classification (Office Use Only)</i>							
12. Voucher Number		13. Cost Center			14. Tracking Number		

Attach original receipts here

Enclosure (1)





