



DEPARTMENT OF THE NAVY

NAVAL ACADEMY PREPARATORY SCHOOL
197 ELLIOT STREET, WING ONE
NEWPORT, RI 02841-1519

NAPSINST 1800.1
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23 Jan 12

NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 1800.1

From: Commanding Officer, Naval Academy Preparatory School

Subj: MORALE, WELFARE AND RECREATION PROGRAM

Ref: (a) BUPERSINST 1710.11C CH-1

Encl: (1) Unit Allocated Funds Request form

1. Purpose. To provide guidance for the development and management of a Command Morale, Welfare and Recreation (MWR) Program for the Naval Academy Preparatory School (NAPS) as directed by the Chief of Naval Personnel.

2. Scope. This instruction applies to all Naval Academy Preparatory School military staff, temporary assigned personnel, academic faculty and athletic department personnel.

3. Information. The NAPS MWR Program is organized and maintained in accordance with reference (a), consisting of a Recreation Services Officer (RSO) and Funds Custodian (FC).

4. Action. The operation of the commands MWR fund shall be as follows:

a. Administration. The RSO will be designated in writing by the Commanding Officer and must be an E-7 or above. The RSO will establish and maintain an active Unit Allocated Funds (UAF) account with the base MWR to designate both the RSO and the FC as members. All UAF requests will be made by the RSO or FC only. UAF requests can be made quarterly for members on board more than 30 days. Through the base MWR the Command is entitled to \$2.50 per member quarterly or \$10.00 per member annually. UAF from MWR will not roll over and must be used prior to the end of the fiscal year. The 30th of September of each year will be the last day the RSO or FC can request money from the base MWR.

b. Use of Funds. All funds collected from MWR will be for events which include the entire military staff and Midshipman Candidates, to include but is not limited to, end of summer party, mid-summer party and end of year party. Funds will not be used for personal reimbursement or to purchase alcohol or gasoline.

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c. Accountability. The Recreation Services Officer is responsible for maintaining this instruction in accordance with reference (a).



J. A. CUNHA

4 Jan 12

DateFrom: Commanding Officer/Officer in Charge _____
(Unit)To: Morale, Welfare and Recreation Unit Fund Custodian,
Naval Station Newport

Subj: VERIFICATION OF ON-BOARD COUNT FOR UNIT ALLOCATIONS

1. The on-board count for FY-12 is _____ members for the following Unit Identification Codes (UIC) within my command: _____ . I acknowledge that the allocation is \$2.50 quarterly for each active duty member who is on-board the command for a minimum of 30 days each quarter. Personnel who will be attached to my command for less than a year will only be counted for the quarters in which they are onboard. The allocation is credited for the entire fiscal year during the first quarter providing all required information has been provided to Morale, Welfare and Recreation (MWR). The number of members may be verified through Personnel Support Detachment (PSD).

2. I have designated _____

	Print name	Signature of Designee
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 as the Unit Allocations Fund (UAF) Custodian who will control, monitor usage, be responsible for turning in all receipts/back-up documentation, and will maintain records for three (3) years for audit purposes.

3. Allocation checks may be made payable to the following personnel:

a.	Printed Name	Signature
	E-mail address	Telephone number
b.	Printed Name	Signature
	E-mail address	Telephone number

Commanding Officer/Office in Charge

Encl (1)

4 Jan 12

Date

From: Commanding Officer/Officer in Charge
To: MWR Newport Site Business Manager

Subj: REQUEST FOR UNIT ALLOCATION FUNDS (UAF)

1. I am requesting that a check be issued from the Unit Allocation Fund (UAF) account in the amount of \$ _____ payable to:

Name: _____
Unit Activity Fund Custodian, Command/Code UIC # Phone

The custodian's name and signature must be on the Verification of On-Board Count Form.

2. The check is for a vendor so a purchase order is requested. The following pertinent information is provided:

Name of company

Address

Description of purchases

Quantity requested

Unit price

Date items required

3. Funds to be utilized are UAF \$ _____ Fund Raiser \$ _____
786000 203000

4. The cost center is 14190 and site number is 4090.

J. J. CUNHA

4 Jan 12

From: MWR UAF CUSTODIAN, NEWPORT, Company Code 1353

To: Consolidated Support Service Office (CSSO)

Subj: REQUEST FOR UNIT ALLOCATION FUNDS

1. I have verified that funds are available for this disbursement. Please issue check/purchase order as requested.

Sincerely,

LINDA MURAK

RETURN CHECK TO SITE