

DEPARTMENT OF THE ARMY
HEADQUARTERS, III CORPS AND FORT HOOD
FORT HOOD, TEXAS 76544-5016
7 November 2007

*III CORPS & FH REG 230-10

Nonappropriated Funds and Related Activities
Unit Fund

History. This revision is an administrative revision. This regulation supersedes III Corps and Fort Hood Regulation 230-10 dated 15 August 1999.

Summary. This regulation contains administration, operation, and management procedures governing unit funds.

Applicability. This regulation applies to unit fund officers, unit fund custodians of isolated units and reserve components, and Reserve and National Guard units serviced by the Fort Hood Unit Fund Administrative Office. During full mobilization, requirements of this regulation are in effect.

Supplementation. Local supplementation of this regulation is prohibited unless approved by IMWE-HOD-MW.

Suggested Improvements. The proponent of this regulation is the Directorate of Morale, Welfare, and Recreation (DMWR). Send comments and improvements to: Commander, United States Army Installation Management Command, Headquarters, United States (US) Army Garrison, ATTN: IMWE-HOD-MW, Building 194, 37th Street, Fort Hood, Texas 76544.

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IAW FH FORM 1853: S

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OVERVIEW

1

Purpose

This regulation prescribes procedures for maintaining and operating consolidated unit fund accounts including:

- Purchasing and receipting supplies and services.
- Maintenance and control of unit fund property.

1a

References

Appendix A lists required and related references.

1b

Abbreviations and terms

The glossary explains abbreviations and terms used in this regulation.

1c

Summary of change

Specifically, this revision dated 7 November 2007 –

- Changes Directorate of Community Activities (DCA) to Directorate of Morale, Welfare, and Recreation (DMWR).
- Changes the minimum working days to process purchase requests.
- Changes Family Support Group (FSG) to Family Readiness Group (FRG).
- Changes the time allowance for turn-in of receiving reports to the Financial Management Branch (FMB).
- Changes the amount of unit dividend allocations.
- Omits reference to service fees for clubs.
- Changes physical location for FMB.
- Changes operating hours for the Skating Center.
- Omits Installation Morale, Welfare, and Recreation Fund (IMWRF) and replaces with DMWR.

1d

Responsibilities

The fund manager of the DMWR manages unit fund accounts established on Fort Hood.

The DMWR FMB conducts unit fund administration.

Unit fund accounts are:

- Consolidated at battalion level.
- Assigned a four-digit identification number included on all correspondence.

Each battalion or separate company-size unit will:

- Provide additional duty appointment orders for the primary and alternate unit fund custodian.
- Furnish one copy of each appointment order to the FMB and Materiel Management Branch (MMB) no later than 3 working days before the effective date.

1e

RECORDS

2

Unit fund records

Each battalion or company-size unit fund officer will maintain records for separate company or section accruals and transactions each month and provide the information to Company Commanders upon request.

All unit fund officers should maintain:

- Duty appointment orders for the unit fund officer and the alternate unit fund officer.
- Department of the Army DA Form 2062 (Hand Receipt/Annex Number) if controlled expendable or non-expendable unit fund property is on hand.
- DA Form 3161 (Request for Issue or Turn-In) change document or temporary hand receipt.

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Unit fund records (continued)

- Completed copies for reconciliation on a DA Form 4065-R (Army Nonappropriated Fund Purchase Request).
- DA Form 1687 (Notice of Delegation of Authority – Receipt for Supplies).
- A suspense folder for maintaining purchase orders for which delivery has not been completed.

Each officer or alternate will provide the FMB sufficient documentation to complete each purchase request in a timely manner including a receiving report and an invoice.

2a

Expendable items records

Unit fund officers will:

- Keep logs for tracking the disposition of expendable items not consumed in use (for example, t-shirts, magazines, or sports uniforms).
- Control and issue all sports uniforms to users, using clothing issue records or sub-hand receipts. Note: Uniforms are not individual property. They remain the property of the unit until they are no longer serviceable.
- Arrange and track childcare provided at FRG meetings and pre-deployment briefings.

Individuals must acknowledge receipt of items purchased as awards for outstanding achievement or excellence.

All other expendable items purchased and not consumed in use are tracked using an expendable items log.

2b

UNIT FUND COUNCILS

3

Unit fund

Unit fund councils are not required, but may be established by the Battalion Commander and are useful in determining possible unit fund expenditures.

3a

Council

The council (if established) will:

- Provide the unit funds administration office with a copy of the appointment orders.
- Administer the council as prescribed in Army Regulation (AR) 215-1 (Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities).

The council (if established) will consist of:

- The unit fund officer.
- The alternate unit fund officer.
- One other commissioned or warrant officer.
- One senior enlisted member.
- One junior enlisted member.

3b

PURCHASING

4

Purchase request

DMWR coordinator will administer and maintain unit fund accounts at installation level (subsidiary ledger maintenance, purchasing, disbursing).

- Purchases will be made with the written approval of the fund manager, DMWR unit fund officer or alternate, in writing, using DA Form 4065-R.
 - DA Form 4065-R will be submitted to the FMB no less than 3 to 4 working days for purchases less than 500 dollars. Purchase requests that exceed 500 dollars will be submitted 20 days in advance.
 - Forms will be typed and the original sent for each place of purchase.
 - Forms will not be accepted unless the unit fund officer or alternate has signed them.

(continued on next page)

**Purchase request
(continued)**

- Purchase requests:
 - Takes a minimum of 5 working days to process if they exceed 500 dollars.
 - Requires the issuance of a check before receipt of supplies or services (for example, commissary purchases, off-post purchases, etc.).
 - Are not approved for items listed on common tables of allowance (CTA) unless accompanied by a statement of nonavailability from the appropriated fund sources.
 - Unit fund officers and alternates should be aware of the needs of the battalion or company-size units in order to adhere to the above time requirements. Note: Funds should not be committed without prior approval. After-the-fact reimbursements are not made to individuals.
 - Return all monies and receipts to the FMB within 24 hours from issuance of petty cash.

4a

Trophies

Trophy or award purchase requests require an informal memorandum justification indicating the recipient is an individual, company, troop, or section. This information is essential for maintaining property accountability.

- Disposition of the approved DA Form 4065-R:
 - Original – retained by FMB.
 - Copy – provided to unit as a file copy, if requested.

4b

Sports uniforms

Battalion or company level sports uniform requests will be considered only if written justification accompanies the request. Justification should include:

- A statement of nonavailability of appropriated funds from the DMWR, Recreation Division (RD) Sports Office.

(continued on next page)

Sports uniforms (continued)

- The methods used to ensure accountability of the uniforms.
- A brief description of how team members are selected.
- The benefits the purchase will give to the morale and welfare of all Soldiers when only being used by a few.

4c

Service fee

Unit funds are authorized to pay for service fees at the skating rink, bowling center, and Belton Outdoor Recreation Area (BLORA).

4d

Golf memberships

Unit funds are authorized to purchase golf memberships in the unit's name. Membership must be available to all interested personnel.

4e

Printing

Requests for printing will be directed to the Directorate of Human Resources (DHR) printing office.

4f

Child care

Unit funds may be used for child care for Soldiers attending FRG meetings and pre-deployment briefings.

4g

RECEIVING SUPPLIES OR SERVICES

5

Duties

Units receive all supplies or services at the location specified on DA Form 4065-R. The location identified on the DA Form 4065-R for all accountable property is the MMB; DMWR Central Receiving Point (DCRP), Building 4240, 79th Street, Fort Hood, Texas 76544-5024. MMB personnel will pick-up accountable property at vendor locations.

- Procedures for receipt at locations other than the DCRP are as follows:
 - Upon receipt of items or services from the vendor, the unit fund officer or alternate will:
 - Verify the amount expended against the amount committed on DA Form 4065-R.

(continued on next page)

**Duties
(continued)**

-
- Initial and date any changes made.
 - Sign and date documents.
 - Attach the original invoice received from the vendor to DA Form 4065-R.
 - Insure the receiving report is delivered with invoice to the FMB within 24 hours following receipt of supplies or services.
 - Outstanding purchase orders and records must be followed up monthly.
 - The DMWR, fund manager is not authorized to pay any vendor without written approval from:
 - Unit fund officer.
 - Alternate unit fund officer.
 - The DMWR property manager.

5a

Property

Unit fund officers will maintain a DA Form 2062 for all NAF property that is controlled, expendable, or non-expendable.

- The MMB will issue a DA Form 2062 to the fund offer.
- The MMB, upon receipt of the unit fund officer's written directive, will perform additions, deletions, and corrections.

5b

**Requests for
turn-in**

An informal memorandum requesting disposition of NAF property will be sent to the MMB with the asset number (when assigned), the complete identification of the item, the unit cost, the condition of the property, and a reason for the request. Note: If the item has been lost or stolen, include additional information regarding future safeguards and properly completed Fort Hood (FH) Form 215-X11 (Department of the Army Report of Loss) according to Fort Hood Garrison Policy Statement dated 03 September 1996.

- Requests for turn-in are either for serviceable or unserviceable property.

(continued on next page)

**Requests for
turn-in
(continued)**

- Unserviceable property will be disposed of through property disposal channels.
 - A DA Form 3161 will be prepared by MMB and sent to the unit fund officer for the physical turn-in of the property.
 - Requests for turn-in will be initiated by the unit fund officer in an informal memorandum format and sent to MMB for processing.
- Unit fund officers will be contacted for a possible lateral transfer of serviceable property.
- Funds are not transferable.
- When a lateral transfer cannot be affected, dispose of the property through property disposal channels. Disposal of property would be more advantageous to the unit fund unless the property is of a nature that can be sold at an auction at not less than the fair market value.
- NAF property may be sold to the highest bidder at an auction or sold at not less than fair market value to DMWR authorized patrons. Note: Unit fund officers wishing to dispose of NAF property through auction should contact the MMB for further instructions.

5c

Losses

Report NAF property losses not occurring through normal operations to the military police immediately upon discovery of the loss and to the MMB.

- Reporting should be done in writing within 3 working days on a FH Form 215-X11 outlining:
 - Date the loss was identified.
 - Circumstances surrounding the loss.
 - Items missing.
 - Quantity missing.
 - Unit cost.

(continued on next page)

**Losses
(continued)**

-
- The MMB:
 - Determines possible pecuniary liability or responsibility.
 - Reports the loss to the FMB for possible insurance claims.
 - Issues appropriate DA Form 2062 or adjustment document upon completion of administrative action.
 - All NAF property will be marked with DMWR property identification labels furnished by the MMB in a manner that does not detract from the appearance of the property or its function.

5d

**Accountability
of awards**

All trophies, certificates, and awards are non-expendable property when the unit cost is 200 dollars or more and are presented to battalions, troops, companies, and/or detachments. Note: "Trophy" applies to any memento or memorial award presented to a battalion or company-size unit.

- Unit fund officers will notify the MMB in writing when awards are received or found on hand and are not reflected on the hand receipt.
- Awarded trophies will be retained until they become unserviceable or the unit inactivates.
- Trophies will be turned-in to the MMB for appropriate disposition.

5e

Inventory

The MMB will send notices to each unit fund officer when inventories are due. Failure to comply with the established suspense could result in a complete suspension of processing all unit fund transactions until the inventory and DA form 2062 updates are completed.

- The unit fund officer:
 - Will conduct a semi-annual 100 percent physical inventory.
 - Will bring the appropriate automated facsimile or DA Form 2062 to the MMB for updating.

(continued on next page)

**Inventory
(continued)**

- Will supply written directive to the MMB on the following items on the DA Form 2062:
 - Corrections.
 - Deletions.
 - Additions.
- When unit fund officers change, a 100 percent inventory and joint physical inventory should be conducted and the DA Form 2062 should be updated and changed. Inventories are to be completed within 30 days of incoming officer's appointment.

5f

Inspections

A disinterested officer will inspect unit fund records when the unit funds officer changes or when the fund discontinues. This inspection is:

- Reported to the MMB upon a change of hand receipt holders.
- Completed and reported within 30 days of the date of the incoming officer's appointment.

An annual general inspection (AGI) of each unit fund account will be conducted during the unit's AGI and may address, but is not limited to:

- Compliance with unit fund regulations and directives.
- Accountability of all NAF property.

All unit fund account strengths are taken from the monthly personnel strength report provided to FMB by the III Corps Adjutant General, except for tenant units not listed. Tenants will provide their strength reports on a FH Form 215-X19 turned in monthly to FMB.

FMB will allocate unit fund dividends monthly.

A copy of the unit fund statement will be sent to each unit fund officer for information on a quarterly basis.

5g

Unit dividend allocations**Table 5-1. Unit dividend allocations**

Unit	Allocation
Major support commands	.25 per person per month
Tenant units	.25 per person per month
Reserve component and National Guard units	2.00 per person per month
Isolated units and Reserve components	2.00 per person per month

5h

Pro-rating expenses

Requests to spend unit fund monies which benefit more than one unit fund account may be pro-rated and may include:

- Brigade functions such as an organizational days.
- Saving bonds awarded at brigade or group level.
- Items or services used in a consolidated dining facility.

An informal memorandum requesting pro-rating will accompany purchase request. Memorandum will be signed by the unit fund officer.

Requests will not be approved without concurrence in writing from each unit fund officer.

5i

Account balance ceilings

Each unit fund account will be administered according to this regulation.

The following lists account balance ceilings:

- Battalion sized units with 500 or more Soldiers at a level not to exceed 2,000 dollars.
- Battalion sized units with less than 500 Soldiers at a level not to exceed 1,000 dollars.
- Company or detachment sized units at a level not to exceed 550 dollars.

Established ceilings ensure maximum effective use of unit fund dividends for the support of each unit.

(continued on next page)

**Account
balance
ceilings
(continued)**

If an account exceeds the established ceiling, FMB unit fund coordinator must be provided with a justification for excess funds within 3 months of exceeding the established ceiling and a spending plan.

5j

Appendix A
References

Section I. Required Publications

AR 215-1 (Cited in para 3b)

Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities

Section II. Related Publications

This section not used.

Section III. Prescribed Forms

This section not used.

Section IV. Referenced Forms

DA Form 1687

Notice of Delegation of Authority – Receipt for Supplies

DA Form 2062

Hand Receipt/Annex Number

DA Form 3161

Request for Issue or Turn-in

DA Form 4065-R

Army NAF Purchase Request

DA Form 4065-1-R

Army NAF Purchase Request Continuation Sheet

FH Form 215-X11

Department of the Army Report of Loss

Fort Hood Form 1853

Distribution Scheme

Appendix B

Recreation services authorized using unit funds

Units can use unit funds to purchase recreation services as listed in table B-1. Contact the FMB for service fees. Separate purchase requests (DA Form 4065-R) must be prepared for each activity using the below listed description. Hand-carry the purchase request to the Financial Management Branch, Building 194, Room 114, 37th Street, Fort Hood, Texas 76544.

Table B-1. Recreational services authorized using unit funds

Description	Recommended Quantity
Bowling special – For use for open bowling Monday – Friday from 0830 to 2400 and Saturday, Sunday, and holidays from 1000 to 2400.	10 per 100 Soldiers
Service fee shoes – Bowling issued for use in bowling facility (\$1.50 per pair)	1 pair per person (\$1.50)
Service fee golf membership – 1 individual Monday – Sunday from dawn to dusk. <i>Note: All memberships expire 28 February of each year.</i>	1 per 200 Soldiers
Service fee golf	1 set of rental clubs for each game
Skating Center available Monday – Thursday from 1900 to 2200 (Flat rate of \$200). <i>Note: Skating Center max capacity is 400.</i>	
BLORA service fees during all operational hours.	

Legend:

BLORA – Belton Outdoor Recreation Area

Appendix C**Instructions for completing DA Form 4065- R (Army nonappropriated fund [NAF] purchase request)**

Complete block numbers in one typed original as follows (FormFlow Accessible):

1. NAFI Address: Enter Unit Fund, Army Level Requirement Fund (ALR), or Recycled Fund (whichever applies) on the first line at the far right of block. Below, enter complete name and address of unit initiating request. Next to telephone number, enter point of contact (POC): rank– name, POC number.
2. Request Number: Leave this block blank.
3. Date: Enter the preparation date.
4. Items requested:
 - a. Item No: Enter the item number(s) in sequential order when more than one item is being requested. DA Form 4065-1-R or blank sheet may be used as a continuation sheet.
 - b. Description of Item/Service: This block must include:
 - (1) An accurate name for the supply, equipment, or service requested.
 - (2) Requests to purchase equipment must state:
 - (a) Brand name and model number.
 - (b) Type and grade of material the item is made of.
 - (c) Electrical data (watts, volts, cycles, phases).
 - (d) Dimensions, size, weight, or capacity.
 - (e) Color.
 - (f) Intended use of the item.
 - (g) Location at which item is to used.
 - (h) Means for securing the item and security measures to be implemented.
 - c. Quantity: Enter quantity of each item requested.
 - d. Unit: Enter unit of issue for each item requested such as *each*, *case*, *bundle*, or *lot*.
 - e. Estimated Unit Cost: Enter estimated unit price of each item requested.

- f. Estimated Amount: Multiply C by E, enter this amount in F for each item. Below the last item in F, list the total amount of all of the items in F. Add a 5 percent surcharge of total amount for commissary purchases only and enter grand total.
5. Requested Delivery Date: Enter the date for which the purchase must be picked up or delivered.
 6. Deliver To: Enter who will pick up requested purchase or state if deliver/transfer is required.
 7. Sole Source Justification Attached: Enter N/A.
 8. Requester's Signature and Printed Name: Enter signature and typed name of person requesting the purchase. *This signature should not be the same as the signature in block 9.*
 9. NAFI Fund Manager's Signature and Printed Name: Enter signature and typed name of the appointed Unit Fund Officer. If the amount exceeds \$500, leave block blank. The Unit Fund Officer will sign in block 8.
 10. Funds are Available in the Amount of: The Unit Fund Officer can state the amount of funds available.
 11. Accounting Data: Leave blank.
 12. Typed Title of certifying Official: Leave blank.
 13. Remarks: Enter one recommended source (vendor) for the requested purchase to include the complete address and telephone number. Purchases made off-post require a cost comparison and the following statement: *Fair and reasonable price determination to the buyer's knowledge.* Enter a brief statement of purpose (one or two sentences).
 14. Installation Commander's Signature and Printed Name: Leave blank.

Note: Furnish brochure, pamphlet, catalog, etc., when purchasing other than supply items. Allow 4 working days to process requests up to \$500 and 10 working days for requests over \$500.

Complete block numbers in one typed original as follows (FormFlow Accessible):

1. (1) Page. Enter page number (for example, 2 of 2).
2. (2) Date. Date completed.
3. (3) Item Being Requested. Enter item/service name
4. (3a) Date: This box is incorrectly labeled Date. Change the column header (*mark through*) and label "Item No."
5. (3b) Description of Item/Service. Enter description of item/service requested.
6. (3c) Quantity. Enter the quantity being purchased.
7. (3d) Unit. Enter the unit of issue (for example: case, dozen, box, etc.)
8. (3e) Est. Unit Price. Price per unit.
9. (3f) Est. Amount. Est. unit price multiplied by quantity.

Glossary

Section I. Abbreviations

AGI

Annual General Inspection

ALR

Army Level Requirement

AR

Army Regulation

ATTN

Attention

BLORA

Belton Outdoor Recreation Area

CTA

Common Tables of Allowance

DA

Department of the Army

DCA

Directorate of Community Activities

DCRP

DMWR Central Receiving Point

DHR

Directorate of Human Resources

DMWR

Directorate of Morale, Welfare, and Recreation

ETC

Et Cetera

FH

Fort Hood

FMB

Financial Management Branch

FRG

Family Readiness Group

FSG

Family Support Group

IAW

In Accordance With

IMWRF

Installation Morale, Welfare, and Recreation Fund

MMB

Materiel Management Branch

N/A

Not applicable

NAF

Nonappropriated Fund

NAFI

Nonappropriated Fund Instrumentality

PARA

Paragraph

POC

Point of Contact

RD

Recreation Division

REG

Regulation

US

United States

Section II. Terms

Accountable property

Property determined by the unit cost of the item and classified as fixed assets, controlled assets, and sensitive assets.

Controlled Assets

Nonexpendable and durable expendable items with a unit cost not less than 200 dollars and not greater than 999 dollars which retains its original identity and has an expected useful life exceeding one year.

Expendable item

An item having a unit cost of less than 100 dollars.

Fixed assets

Nonexpendable items with a unit cost of 1,000 dollars or more which retains its original identity and has an expected useful life exceeding 2 years. Items are purchased on a capital purchases and minor construction project or transferred into a unit from a nonappropriated fund instrumentality (NAFI).

Sensitive Assets

Controlled items that, by their nature, are easily pilferable and converted to private use; therefore, must be protected from theft. The unit fund officer identifies assets for accounting as sensitive.

Trophies

Awards purchased for issue to an organizational element with unit cost for 200 dollars or more. Unit trophies are accountable items. Individual trophies are expendable items.