



Director of Administration and Management

ADMINISTRATIVE INSTRUCTION

NUMBER 72
January 13, 2014

HRD, WHS

SUBJECT: Welfare and Recreation Association of OSD, Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, and the Washington Headquarters Services (WHS)

References: See Enclosure 1

1. **PURPOSE.** This administrative instruction (AI) reissues AI 72 (Reference (a)) in accordance with the authority in DoD Directive 5105.53 (Reference (b)) to implement policy and update responsibilities and procedures of the Welfare and Recreation Association (referred to in this AI as the "Association").

2. **APPLICABILITY.** This AI applies to OSD, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, WHS, and those Defense Agencies and DoD Field Activities listed in this AI with current membership in the Association on the effective date of this AI.

3. **POLICY.** It is DoD policy that:
 - a. In accordance with DoD Instruction (DoDI) 1015.08 (Reference (c)), the Association is established:
 - (1) To offer programs to contribute to the physical and mental health, morale, and welfare of DoD employees.
 - (2) To benefit civilian employees, including full-time nonappropriated employees, and military personnel who are permanently assigned to OSD, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, WHS, or one of the Association member organizations.

 - b. This Association is established as a Program Group III Civilian Morale, Welfare, and Recreation (MWR) nonappropriated fund instrumentality (NAFI), in accordance with Reference (c) and DoDI 1015.15 (Reference (d)), and operated in accordance with DoD 1015.8-R (Reference (e)).

4. RESPONSIBILITIES. See Enclosure 2

5. PROCEDURES. Enclosure 3 describes the Association's function and management. Enclosure 4 provides the current roster of Association member organizations.

6. RELEASABILITY. **Unlimited**. This AI is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

7. EFFECTIVE DATE. This AI:
 - a. Is effective January 13, 2014.

 - b. Must be reissued, cancelled, or certified current within 5 years of its publication to be considered current in accordance with DoDI 5025.01 (Reference (f)).

 - c. Will expire effective January 13, 2024 and be removed from the DoD Issuances Website if it hasn't been reissued or cancelled in accordance with Reference (f).



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Director of Administration and Management

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ENCLOSURE 1

REFERENCES

- (a) Administrative Instruction 72, "Charter for the Welfare and Recreation Association of the Office of the Secretary of Defense (OSD), Office of the Chairman of the Joint Chiefs of Staff (OCJCS), the Joint Staff, and the Washington Headquarters Services (WHS)," September 21, 2006, as amended (hereby cancelled)
- (b) DoD Directive 5105.53, "Director of Administration and Management (DA&M)," February 26, 2008
- (c) DoD Instruction 1015.08, "DoD Civilian Employee Morale, Welfare, and Recreation (MWR) Activities and Supporting Nonappropriated Fund Instrumentalities (NAFI)," December 23, 2005
- (d) DoD Instruction 1015.15, "Establishment, Management, and Control of Nonappropriated Fund Instrumentalities and Financial Management of Supporting Resources," October 31, 2007, as amended
- (e) DoD 1015.8-R, "DoD Civilian Morale, Welfare, and Recreation (MWR) Activities and Supporting Nonappropriated Fund Instrumentalities (NAFIs) Regulation," November 1, 1985
- (f) DoD Instruction 5025.01, "DoD Directives Program," September 26, 2012, as amended
- (g) DoD 7000.14-R, Volume 13, "Department of Defense Financial Management Regulations (FMRs): Nonappropriated Funds Policy," current edition
- (h) DoD Instruction 7600.06, "Audit of Nonappropriated Fund Instrumentalities (NAFI) and Related Activities," November 5, 2012
- (i) DoD Instruction 4105.71, "Nonappropriated Fund (NAF) Procurement Procedure," February 26, 2001, as amended
- (j) DoD Instruction 1401.1, "Personnel Policy for Nonappropriated Fund Instrumentalities (NAFIs)," November 15, 1985
- (k) DoD 1401.01-M, "Personnel Policy Manual for Nonappropriated Fund Instrumentalities," December 13, 1988, as amended
- (l) DoD Instruction 1400.25, "Department of Defense Civilian Personnel Management System," dates vary by volume
- (m) Army Regulation 215-3, "Nonappropriated Funds Personnel Policy," August 29, 2003¹
- (n) Army Regulation 215-1, "Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities," September 24, 2010¹
- (o) Army Regulation 215-4, "Nonappropriated Fund Contracting," July 29, 2008¹
- (p) Army Regulation 215-7, "Civilian Nonappropriated Funds and Morale, Welfare, and Recreation Activities," January 26, 2001¹

¹Copies of References (m) through (p) are available on the Internet at <http://www.APD.army.mil>.

ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR OF ADMINISTRATION AND MANAGEMENT (DA&M). The DA&M establishes the Association in accordance with Reference (b), and:

a. Ensures that the Board of Directors (referred to in this AI as “the Board”) develops and approves policies, programs, procedures, and bylaws that are necessary to achieve the mission of the Association.

b. Appoints a Treasurer and Assistant Treasurers to assist in carrying out the financial responsibilities of the Association. They serve as nonvoting advisors to the Board.

2. DIRECTOR, WHS. Under the authority, direction, and control of the DA&M, the Director, WHS:

a. Supervises and monitors the functioning of the Association.

b. Reviews and approves the minutes of the Association’s Board meetings.

3. DIRECTOR, HUMAN RESOURCES DIRECTORATE. Under the authority, direction, and control of the Director, WHS, the Director, Human Resources Directorate, appoints a nonvoting Administrative Advisor to the Board, who:

a. Acts as the proponent of the Association for amendments, changes, and revisions to this AI.

b. Acts as the Board liaison in policy and procedural matters of the Association.

c. Oversees the annual process for appointing members to serve on the Board.

4. GENERAL COUNSEL, WHS AND PENTAGON FORCE PROTECTION AGENCY (PFPA). The General Counsel, WHS and PFPA, appoints a nonvoting legal advisor to the Board, who:

a. Provides legal advice and guidance to the Association and its Board members and officers.

b. Represents and speaks for the Association and its Board members and officers, as requested.

5. DIRECTORS OF ASSOCIATION MEMBER ORGANIZATIONS WITH BOARD MEMBER STATUS. The Directors of Association member organizations with Board member status appoint civilian employees or military personnel to serve on the Board for 2-year terms. Organizations with Board member status are identified with an asterisk in Enclosure 4 of this AI.

ENCLOSURE 3

ASSOCIATION FUNCTION AND MANAGEMENT

1. ASSOCIATION FUNCTION. Under the authority, direction, and control of the DA&M, the Association will:

a. Adhere to all DoD issuances governing NAFIs in accordance with References (c) through (e), Volume 13 of DoD 7000.14-R (Reference (g)), and References (h) through (p).

b. Adhere to the annual financial and management reporting requirements found in Reference (d).

c. Conduct audits in accordance with DoDI 7600.06 (Reference (h)). The Board will determine the scope and frequency of the audits in consultation with the Association treasurer and legal advisor.

d. Ensure that the DoD Concessions Committee be the successor NAFI in interest for all funds of the Association in accordance with Reference (d).

e. Perform investment functions in accordance with Enclosure 9 of Reference (d).

f. Follow the procurement policies in accordance with DoDI 4105.71 (Reference (i)).

g. Follow the civilian personnel policies in accordance with DoDI 1401.1, DoD 1401.01-M, DoDI 1400.25, and Army Regulation (AR) 215-3 (References (j), (k), (l), and (m)).

h. Follow Army procedures in the 215 series of ARs and other applicable ARs, including:

(1) AR 215-1 (Reference (n)) for administration, operation, and management policies and the Army's Nonappropriated Fund Risk Management Program covering fidelity bonding.

(2) Reference (m) for uniform policies governing personnel management and administration.

(3) AR 215-4 (Reference (o)) for acquisition policy for contracts paid with nonappropriated funds.

(4) AR 215-7 (Reference (p)) governing the management of NAFIs and MWR activities for civilian employees.

2. MANAGEMENT. The Association is managed by an office manager who will be a competitively hired, salaried, nonappropriated fund employee of the DoD. The office manager:

a. Oversees the daily operations of the Association offices, provides support to the Board, serves as the Board Secretary, and follows the Association's standard operating procedures in carrying out the responsibilities of the position.

b. Supervises Association staff members who will be competitively hired, salaried, nonappropriated fund employees of the DoD.

3. BOARD MEMBERSHIP. The Board of the Association is composed of not less than nine voting members who are each appointed for a 2-year term. Board members are appointed by the Directors of Association member organizations with Board member status, as identified with an asterisk at Enclosure 4 of this AI. The voting members of the Board will elect a president and a vice president from among their membership to carry out the mission of the Association.

ENCLOSURE 4

THE ASSOCIATION MEMBER ORGANIZATIONS

1. For administrative convenience, Association member organizations are divided into categories, labeled Group I - XI, as listed in this enclosure. This organizational grouping is intended as a baseline and may be adjusted by the Board when necessary. Changes to organizational groupings will be done in accordance with established Board procedures and require a majority vote of the Board. A Table is provided displaying the groups by category and organization name(s).

2. A Board member is appointed for each group, with the exception of Group V (Joint Staff). The Joint Staff has three Board members. Association member organizations with Board member status are designated by an asterisk. These organizations will appoint Board members in accordance with section 3 of Enclosure 3 of this AI. Each Board member serves his or her primary organization and other Association member organizations as assigned for the purposes of the annual distribution of the Association membership cards.

3. These organizations are located either in the Pentagon or the Mark Center, Alexandria, Virginia, or have been grandfathered into the Association. Only those employees of organizations listed in the Table are eligible to receive a Welfare and Recreation Association membership card. Additional restrictions and eligibility are defined within the Table comments. To contact a Board member, telephone the Office Manager of the Association at (703) 695-5338.

Table. Association Member Organizations by Board Member Group

CATEGORY	ORGANIZATION NAME(S)	COMMENTS
Group I	*Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)) (represents all organizations under the USD(AT&L))	USD(AT&L) organizations must be in the Pentagon, Mark Center, or grandfathered.
Group II	*Office of the Under Secretary of Defense for Policy (USD(P)) (represents all organizations under the USD(P)) Office of the Assistant Secretary of Defense for Legislative Affairs	USD(P) organizations must be in the Pentagon or Mark Center.
Group III	*Office of the Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense (USD(C)/CFO) (represents all organizations under the USD(C)/CFO) Office of the General Counsel of the Department of Defense (GC DoD) (represents all organizations under the GC DoD) Office of the Director, Cost Assessment and Program Evaluation Office of the Assistant to the Secretary of Defense for Public Affairs	USD(C)/CFO and GC DoD organizations must be in the Pentagon or Mark Center.

Table. Association Member Organizations by Board Member Group, Continued

CATEGORY	ORGANIZATION NAME(S)	COMMENTS
Group IV	*Office of the Under Secretary of Defense for Personnel and Readiness (USD(P&R)) (represents all organizations under the USD(P&R)) Office of the Department of Defense Chief Information Officer. The Defense Health Agency	USD(P&R) organizations must be in the Pentagon, Mark Center, or grandfathered.
Group V	Office of the Chairman of the Joint Chiefs of Staff and the Directorate of Management (DOM), Joint Staff. The DOM appoints Board members for Group V *Office of the Joint Staff, J-1 (Manpower and Personnel) *Office of the Joint Staff, J-3 (Operations) Office of the Joint Staff, J-4 (Logistics) *Office of the Joint Staff, J-5 (Strategic Plans and Policy) Office of the Joint Staff, J-7 (Operational Plans and Joint Force Development) Office of the Joint Staff, J-8 (Force Structure, Resources and Assessment)	Group V is the only Group that has three Association Board members.
Group VI	Immediate Offices of the Secretary of Defense (Secretary of Defense, Deputy Secretary of Defense, Executive Secretary, and Office of Secretary of Defense Executive Dining Facility) Office of the Under Secretary of Defense for Intelligence Office of the Assistant to the Secretary of Defense for Intelligence Oversight Office of the DA&M Office of the Director, Net Assessment Office of the Deputy Chief Management Officer The White House Support Group (National Security Council and White House Military Office) United States Court of Appeals for the Armed Forces WHS-supported boards, commissions, and task forces DoD Concessions Committee Staff Association Office Staff *WHS directorates and organizations	
Group VII	*PFPA	
Group VIII	*Office of the Director, Operational Test and Evaluation. Missile Defense Agency Headquarters	Organizations must be in the Pentagon, Mark Center, or grandfathered.
Group IX	*Office of the Inspector General of the Department of Defense (audit only)	Located at the Mark Center, and grandfathered.
Group X	*Office of the Inspector General of the Department of Defense (all but audit)	Located at the Mark Center, and grandfathered.
Group XI	*Defense Human Resources Activity Department of Defense Education Activity Defense Finance and Accounting Service Defense Logistics Agency	Group XI represents those organizations at the Mark Center.

GLOSSARY

ABBREVIATIONS AND ACRONYMS

AI	Administrative Instruction
AR	Army Regulation
DA&M	Director of Administration and Management
DoDI	DoD instruction
DOM	Directorate of Management
GC DoD	General Counsel of the Department of Defense
MWR	morale, welfare, and recreation
NAFI	nonappropriated fund instrumentality
PFFPA	Pentagon Force Protection Agency
USD(AT&L)	Under Secretary of Defense for Acquisition, Technology, and Logistics
USD(C)/CFO	Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense
USD(P)	Under Secretary of Defense for Policy
USD(P&R)	Under Secretary of Defense for Personnel and Readiness
WHS	Washington Headquarters Services