



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU
UNIT #15746
APO AP 96218-5746

AMIM-DAW-NF (100)

05 OCT 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standing Operating Procedure for Unit Funds at USAG Daegu

1. Purpose: To establish policies and procedures to be used in the administration and operation of unit funds within the Installation Family and Morale, Welfare and Recreation (FMWR) fund at USAG Daegu.

2. Applicability: This SOP applies to all units assigned to USAG Daegu and FMWR Financial Management Branch (FMB).

3. References:

a. AR 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities, 24 September 2010.

b. AR 215-4, Nonappropriated Fund Contracting, 25 June 2021.

c. DFAS-IN Regulation 37-1, Accounting Procedures for Army Nonappropriated Fund (NAF) Instrumentalities, September 2009.

4. General: Unit fund support is intended to provide off-duty recreational purposes for the collective benefit of all eligible units. Nonappropriated fund support is not a requirement. Support may only be provided if requested by eligible units. USAG Daegu FMWR provides \$7.50 per Soldier per year. Unit funds expire at the end of each fiscal year and do not carry over.

5. Responsibilities:

a. The FMWR FMB is responsible for:

(1) Establishing a unit fund account for the unit upon receipt of activation orders, a DA Form 1687, Delegation of Authority, and an Assumption of Command memorandum, ensuring it is updated annually.

(2) Maintaining files and relevant information on each unit fund.

(3) Unit fund requests on behalf of the unit fund.

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(4) Monitoring unit spending and provide advice pertaining to unit funds.

b. Unit Commanders are responsible for providing a designated Unit Fund Coordinator and Alternate to their servicing FMB. The Coordinator and Alternate should be in the Grade O-1 or above. If an O-1 or above is not available, a request for an exception should be provided stating the reason for the exception and names of the Soldiers accepting responsibility for their Unit Fund.

c. The Unit Fund Coordinator is responsible for:

(1) Submitting Unit strength includes all Soldiers assigned to the unit and will be based on the Unit Personnel Accountability Report (AAA-162) or "Alpha Roster." **Department of the Army (DA) Civilian employees, KATUSAs, and contracted personnel are not included in the allocation.** An updated Alpha Roster will be provided before the beginning of the fiscal year. Unit fund allocations will not change during the fiscal year unless the unit strength changes by 25% or more.

(2) Attending a unit fund training brief before handling the unit fund account and sign for the Unit Fund SOP and checklist. These briefings are conducted on a one-on-one basis with the FMB office.

(3) Submitting all procurement and unit fund requests to their FMB.

(4) Maintaining a file, to include copies of all receipts for expenditures. The original receipts for expenditures will be submitted to the FMWR FMB within 10 working days following the event. If receipts are not turned in, additional funds will not be signed out to a unit until this is accomplished.

(5) Ensuring that funds are utilized for authorized purposes in accordance with applicable regulations and follows procedures stated in this policy.

(6) Keeping Unit Commanders informed on all matters pertaining to their unit funds.

(7) Maintaining Unit Fund files to include copies of activation orders, a DA Form 1687, Delegation of Authority, an Assumption of Command memo, and annual inventory of unit fund property, unit fund requests, and unit fund recap statements prepared by FMB.

6. Procedures:

a. Eligibility:

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(1) Eligible Army units must be assigned to USAG Daegu, and unit members must be physically present for duty at the location of the eligible unit.

(2) Eligible units will not request or accept NAF monetary support from more than one FMWR agency for the eligible personnel during the same period of time.

(3) Rotational Units will receive unit funds from their home FMWR FMB. The following are two options to receive their unit funds:

(a) Transfer their Unit Funds to the Area where they are on rotation.

(b) Coordinate to have their home FMB office contact USAG Daegu FMB at which they are on rotation to prepare an agreement of reimbursement for the Unit's Funds used while on rotation.

b. Expenditure of Unit Funds:

(1) The Commander will exercise control over the unit funds and should be guided by the principle that such funds are held in trust to be used for unit morale, welfare and recreation activities to benefit all members of the unit, this includes ensuring any assigned agencies receive their fair share of funds based on unit strength. Questions concerning the appropriateness of an intended purchase should be directed to the FMB office.

(2) Unit funds may be expended for the collective benefit of all unit member for off duty recreational purposes as prescribed by AR 215-1. All unit members must have the opportunity to participate in the activity supported with unit funds.

(3) All Units are required to pursue FMWR services and programs when executing NAF Unit Funds. When using FMWR facilities, Transfer Between Activities (TBA) will be processed by FMB for payment.

(4) **FMWR has the first right of refusal for use of the funds.** In the instance that FMWR cannot meet the requirements of the event, funds may be used off post. The DFMWR must approve requests to use the funds off-post prior to usage.

c. Prohibited Uses of Unit Funds:

(1) Purchases of alcoholic beverages.

(2) Non-recreational items, to include maintenance, service of non-recreational items, mission purchases (e.g., military uniforms, gear, ammo, etc.).

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(3) For any expense involved in a change of command/retirement ceremony or for professional development.

(4) Purchase of any type of equipment or fixed assets.

(5) For any purpose that cannot withstand the test of public scrutiny, or which could be deemed a misuse or waste of Soldier dollars.

d. Purchase Procedures:

(1) Commanders, or their designated representatives, are required to submit a memorandum to the FMB at least 2 weeks in advance of the scheduled event in order to request unit funds.

(2) The memo must contain the date of the event, name of the event, the amount of money requested, and the person designated to receive funds. The designee must be listed on the DA Form 1687 authorizing them to receive unit funds.

(3) Purchases not exceeding \$500.00 can be made with petty cash if available.

7. The POC for further information is Ms. Kim, Chong Sun, Budget Analyst, at DSN: 763-2257 or email: chongsun.kim2.ln@army.mil.

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SEAN E. WISE

Director, Family and MWR