DEPARTMENT OF THE ARMY
HEADQUARTERS, III CORPS AND FORT HOOD
1001 761ST TANK BATTALION AVENUE
FORT HOOD, TEXAS 76544-5000

AFZF-CG

COMMANDING GENERAL'S POLICY LETTER # 8

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Guidance on Use of Nonappropriated Fund (NAF) Unit Funds and Official Representation Funds (ORF)

1. REFERENCES:

a. Army Regulation 215-1, Military Morale, Welfare, and Recreation Programs and Nonapprociated Fund Instrumentalities, Chapter 6, Unit Funds, 24 September 2010.

b. FY15 Installation Management Command Operating Guidance.

c. III Corp & FH REG 230-10, Nonappropriated Funds and Related Activities: Unit Fund, 7 November 2007.

d. Army Regulation 37-47, Official Representation Funds of the Secretary of the Army, 18 September 2012.

2. PURPOSE. To provide implementation guidance and make Family and Morale, Welfare and Recreation (MWR) mandatory for utilization of ORF and NAF Unit Funds, unless unavailable, to support unit level programs and services.

3. APPLICABILITY: The guidance applies to all Fort Hood units receiving authorizations to execute authorized ORF functions or NAF issued funds for unit benefits and remains in effect until rescinded.

4. POLICY:

a. All units are required to pursue MWR services and programs first when executing their ORF and NAF unit funds.

b. MWR operations and facilities will issue a Statement of Non-availability to the requesting unit(s) when MWR services are not available. The MWR Facilities Statement of Non-availability must be attached to the unit's DA Form 4065-R, Army NAF Purchase Request.

c. Units cannot seek quotes from off post vendors for goods or services until they have secured their Statement of Non-availability of MWR services from the Directorate of Family and Morale, Welfare and Recreation.

5. The point of contact for this policy is Mr. Johnsen, Director of Family and Morale, Welfare and Recreation, at (254) 287-4339.

SEAN B. MacFARLAND
LTG, U.S. Army
Commanding

DISTRIBUTION:
Fort Hood Brigade Commanders