



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES STREET
GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 1710.1
N00E
25 Apr 14

NSTC INSTRUCTION 1710.1

Subj: NAVAL SERVICE TRAINING COMMAND MORALE, WELFARE,
AND RECREATION OPERATING PROCEDURES

Ref: (a) CNICINST 1710.3

1. Purpose. To establish the operating policies and responsibilities of the Naval Service Training Command (NSTC) Morale, Welfare, and Recreation (MWR) program.
2. Scope. This instruction applies to the NSTC MWR program for NSTC personnel in Great Lakes only.
3. Background. MWR is a program managed by Commander, Navy Installations Command. All tenant organizations have the opportunity to participate in MWR activities. Per reference (a), the installation commanding officer makes unit recreation funds available to tenant commands for use in financing special expenditures in support of participating members of the command. A command's annual unit recreation fund allocation is calculated at \$10 per assigned military member per year. Unexpended balances are not carried over to succeeding fiscal years.
4. Policy. The Commander, NSTC has responsibility and final authority for management of the NSTC MWR funds in accordance with reference (a). NSTC may not maintain a separate bank account, MWR fund, or MWR property account. MWR meetings and activities will be conducted during regular business hours.
5. Duties of the NSTC MWR Representative. The NSTC MWR Representative is a collateral duty NSTC assignment in addition to an individual's primary duties. The NSTC MWR Representative is authorized to conduct welfare and recreation activities for the benefit of all NSTC personnel. The NSTC MWR Representative will report directly to the Command Master Chief and is responsible for the following:
 - a. Developing and executing plans for social activities and functions such as parties, picnics, and other team-building events;

25 Apr 14

b. Performing financial and reporting functions. MWR fund requests are made by the NSTC MWR Representative to the installation commanding officer's MWR Program Manager. Vendor receipts matching unit fund expenditures will be given to the installation MWR Program Manager as a record of expenditure. Unexpended funds will be returned to the MWR Program Manager; and

c. Managing fundraisers. Subject to concurrence by the installation commanding officer, NSTC may conduct occasional fundraisers to supplement unit recreation funds. Fundraisers may only be conducted during meal periods in the workplace. Any funds generated will immediately be turned over to the installation MWR Program Manager for deposit into the base MWR fund for credit to NSTC's funds.

6. Expenditures. MWR funds shall not be obligated without prior approval of the Chief of Staff. Expenditures of funds are authorized for the following activities:

a. Command-wide recreation, leisure events, and fundraisers, e.g. quarterly bowling; and

b. The command annual holiday party and summer picnic.

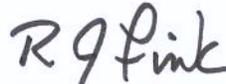
c. Expenditure of funds is not authorized for the following activities:

(1) Loans to command personnel.

(2) Parties for and/or personal gifts to command personnel for occasions such as, but not limited to, marriages and childbirth.

(3) Funds to command members in distress.

(4) Any expense not directly related to the welfare and recreation of NSTC members as a whole.


R. J. FINK
Acting