



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

NETCSTAFFINST 1700.1E
N04
12 Jan 2022

NETC STAFF INSTRUCTION 1700.1E

From: Commander, Naval Education and Training Command

Subj: NETC/NETSAFA STAFF WELFARE AND RECREATION COMMITTEE

Ref: (a) NASPNCLAINST 1700.5G

Encl: (1) Committee Composition and Operation
(2) New Volunteer Letter Template
(3) Volunteer Replacement Letter Template

1. Purpose. To promulgate the Welfare and Recreation's (W&R) chosen rules and responsibilities from its Bylaws and Constitution as set forth in reference (a).

2. Cancellation. NETCSTAFFINST 1700.1D.

3. Discussion. The primary purpose of the Naval Education and Training Command (NETC)/Naval Education and Training Security Assistance Field Activity (NETSAFA) Staff W&R Committee is to promote camaraderie, morale, and esprit de corps within the staff by coordinating voluntary NETC/NETSAFA staff activities. These activities provide staff members with a forum to relax, socialize, have fun, and get to know each other.

4. Action. Enclosure (1) details the composition of the committee and committee members' duties and responsibilities. The W&R Committee should consult with NETC N00D/N00J before every event to ensure the event meets all ethical and legal requirements. Enclosures (2) and (3) provide new volunteer and replacement letter templates.

5. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration,

Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

6. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.


K. BECK
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC Public Web Site (www.netc.navy.mil), via the NETC Reference Library in DON TRACKER, or by email at netc_directives@navy.mil.

COMMITTEE COMPOSITION AND OPERATION

1. The NETC/NETSAFA Staff W&R Committee will be comprised of volunteer military and civilian members.
2. NETC and NETSAFA will seek volunteers and encourage participation in the W&R Committee. The desired minimum number of members representing each department should be as follows:

<u>CODES</u>	<u>REPRESENTATIVES</u>
Flag Staff/Admin/PAO/SAs	2
N1	2
N4	2
N5	2
N6	4
N7	2
N8	2
N9	2
NETSAFA	4
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	TOTAL: 22

3. Membership

a. Each code will seek volunteers and encourage participation in the W&R Committee. On 1 November of each year, the current W&R Committee Chairperson will request, in writing, that Division Directors/Special Assistants (DD/SA) seek volunteers for the following year's committee. Enclosure (2) will be used to notify the W&R Committee of each representative to the W&R Committee. Consideration should be given to ensure representation by both military and civilian personnel.

b. It is desired that members serve on the committee for a minimum of 1 year. A member may resign at any time by

submitting a resignation in writing to the W&R Committee Chairperson via their DD/SA. In the event of a resignation or a member's departure from the command, the DD/SA will seek out a replacement representative and notify the W&R Committee of the replacement using enclosure (3).

c. W&R Committee members are responsible for attending all meetings and representing their codes, participating on committee positions, assuming event leadership, voting on issues, and actively participating in committee projects. The Chairperson will notify the responsible DD/SA of a member's failure to participate in meetings and/or scheduled events.

4. Meetings. The W&R Committee will meet the first Wednesday of each month, or at such times as determined by the committee, unless scheduling conflicts arise. Special meetings may sometimes be required to effectively conduct the W&R Committee's business. The W&R Committee Secretary will determine meeting locations, update the W&R Committee public calendar with scheduled meetings and events, and remind all members in writing of upcoming meetings. Committee members should seek supervisory approval to attend committee meetings.

5. Fundraising and Donations. Several fundraising and donation collection projects may be conducted each year to support the main events. The W&R Committee should coordinate with NETC N00D/N00J to ensure projects meet the required ethical/legal standards.

6. Officers

a. W&R Committee members will elect the following officers:

Chairperson
Co-Chairperson
Secretary
Treasurer

b. Elections for new officers will be held each December during the regular monthly meeting attended by current and incoming members. Nominees should expect to serve at least 1 calendar year after taking office. Elections may be conducted in an open or closed ballot format. New officers will be announced prior to assuming their duties in January.

7. Duties and Responsibilities

a. Officers

(1) Chairperson. The primary responsibilities of the Chairperson are to preside over all W&R Committee meetings and make decisions or recommendations as deemed necessary for the successful operation of the W&R Committee. Responsibilities include, but are not limited to:

(a) Monitoring W&R Committee membership and liaising with DD/SAs in the event a code is not adequately represented.

(b) Serving as the point of contact for the command regarding questions and concerns dealing with the W&R Committee.

(c) Obtaining approval from the Chief of Staff (COS) for proposed W&R Committee meeting dates and events for that calendar year.

(d) Approving W&R Committee meeting dates as recommended by the Secretary or other W&R Committee members.

(e) Convening the W&R Committee meetings on a monthly basis, presiding over them in an appropriate manner, ensuring important issues are properly voted on by a quorum (five committee members), and adhering to relevant regulations such as this instruction.

(f) Providing a proposed agenda prior to upcoming meetings.

(g) Requesting three non-W&R Committee military officers and/or financial management personnel, from NETC and NETSAFA, to conduct an audit of the W&R Committee books as needed, but at least annually and upon the resignation/detachment of the Treasurer.

(2) Co-Chairperson

(a) Assisting the Chairperson in the administration and coordination of the W&R Committee.

(b) Assuming the responsibilities of the Chairperson in their absence.

(c) Informing the Chairperson if a quorum (five committee members) is not present for voting.

(3) Secretary. The primary responsibility of the Secretary is to take the W&R Committee meeting minutes and issue them within 1 week of the meeting. Responsibilities include, but are not limited to:

(a) Maintaining a current roster of committee members including name, code, email address, and office telephone number and distributing updates to all members.

(b) Scheduling W&R Committee meetings and coordinating the availability of meeting space. All members are to be notified via email of the location and time of regular and emergency meetings.

(c) Making arrangements for minutes to be taken in the event the Secretary is unable to attend a meeting and notifying the Chairperson of those arrangements prior to the scheduled meeting.

(d) Distributing minutes, after approval by Chairperson and Co-Chairperson, sending the original to the COS with a cover memorandum and copies to DD/SAs and W&R Committee members.

(e) Maintaining electronic records of the W&R Committee, including current and past 2 years of W&R Committee minutes and correspondence, the current attendance roster, event flyers, All-Hands emails, this instruction, and by-laws.

(4) Treasurer. The primary responsibilities of the Treasurer are to collect, safeguard, and allocate W&R Committee funds. Responsibilities include, but are not limited to:

(a) Maintaining a current checkbook balance at all times.

(b) Balancing the checkbook against the bank statement immediately upon receipt of the statement.

(c) Providing monthly reports on the status of W&R funds prior to each scheduled meeting.

(d) Coordinating all ticket sales. This includes issuing tickets to members for sale, maintaining a log of sold tickets, collecting all monies from sale of tickets, recouping unsold tickets, and depositing all monies in the bank as soon as possible, but not later than 5 days after receipt. The Treasurer must issue a memorandum identifying the number of tickets sold by, and the amount of funds collected from, each committee member selling tickets.

(e) Ensuring itemized receipts are obtained from W&R Committee members. Annotate each receipt with the check number and date payment was made.

(f) Ensuring all bills are paid as soon as rendered.

(g) Obtaining bank account authorization for officers each calendar year.

(h) Requesting funding assistance from Naval Air Station, Pensacola Military W&R Committee by drafting a letter for signature by the COS requesting funding on behalf of the command's military members (including NETC and NETSAFA military staff) for all 4 quarters.

(i) The Co-Chairperson will assume the above responsibilities in the absence of the Treasurer. In the absence of both the Treasurer and the Co-Chairperson, the Chairperson will assume the above responsibilities.

b. Event Leaders. For each scheduled event, the representatives from one code will be identified as Event Leaders. Each code is expected to assume leadership of one event. The primary responsibility of Event Leaders is to ensure all arrangements for scheduled events are carried out efficiently and effectively. The Event Leader will assign individual committee members or establish sub-committees as needed to manage the following areas of responsibility for scheduled events where applicable:

(1) Entertainment. Responsible for arranging entertainment for the event.

Enclosure (1)

(2) Refreshments. Responsible for arranging all food and beverages that will accompany any given event.

(3) Setup. Responsible for ensuring the site for the event is prepared in advance for the function. This includes (depending on the event):

(a) Obtaining chairs/tables, coolers, and ice as needed, by contacting the First Lieutenant with a work request stating what is needed, time needed, and the event's location.

(b) Obtaining the appropriate eating utensils (paper plates, silverware, etc.).

(c) Placing paper covers on tables.

(d) Purchasing any needed supplies for the event.

(e) Setting up serving tables.

(f) Placing trash bags and/or receptacles throughout the site.

(4) Cleanup. Responsible for ensuring the site is policed for litter. Spreading and hosing down coals in grills, ensuring the coolers are returned to the W&R Committee storeroom, and storing any unused materials.

(5) Publicity. Responsible for announcing upcoming events to the NETC/NETSAFA staff. Procedures to be followed are:

(a) At least 2 months prior to the scheduled event, finalize committee approval of draft event announcements.

(b) At least 1 month prior to the scheduled event, begin submitting announcements to N04 for inclusion in the Weekly Newsletter. Announcements must be provided not later than 1200 on Wednesday for inclusion in the Newsletter.

(c) At least 1 month prior to the event, send out flyers to W&R Committee members and DD/SAs and request they be posted and distributed electronically.

(d) If needed, prepare large posters to direct attendees to the event site. Post along the road or where appropriate.

(6) Ticket Sales. The Treasurer is the primary point of contact for the W&R Committee. In this capacity, the following procedures will be followed:

(a) Use two-part tickets. Set a due date for turn-in of ticket sales. Normally, this is 3 days prior to the event. No refunds will be given after this date except in unusual circumstances.

(b) Set up a ticket collection position either at the entrance door or head of the food line, as appropriate. Collect tickets as people arrive.

CUI (when completed)

NETCSTAFFINST 1700.1E
12 Jan 2022

NEW VOLUNTEER LETTER TEMPLATE

(Date)

MEMORANDUM

From: (Your Code)
To: Chairperson, NETC Staff Welfare and Recreation Committee
Subj: NEW VOLUNTEER (YOUR CODE) REPRESENTATIVES TO WELFARE
AND RECREATION COMMITTEE

1. Effective immediately, the following members have volunteered to serve on the Welfare and Recreation Committee for Calendar Year (calendar year to serve).

<u>NAME</u>	<u>EMAIL</u>	<u>TELEPHONE (WORK/CELL)</u>
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(DD/SA NAME)
(Title)

Enclosure (2)

CUI (when completed)

CUI (when completed)

NETCSTAFFINST 1700.1E
12 Jan 2022

VOLUNTEER REPLACEMENT LETTER TEMPLATE

(Date)

MEMORANDUM

From: (Your Code)
To: Chairperson, NETC Staff Welfare and Recreation Committee
Subj: VOLUNTEER REPLACEMENT (YOUR CODE) REPRESENTATIVE TO
WELFARE AND RECREATION COMMITTEE

1. Effective immediately, the following member has volunteered to replace (name of present member) to serve on the Welfare and Recreation Committee.

<u>NAME</u>	<u>EMAIL</u>	<u>TELEPHONE (WORK/CELL)</u>
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(DD/SA NAME)
(Title)

Enclosure (3)

CUI (when completed)