



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

NSTCSTAFFINST 1710.1A
N002
01 Jul 24

NSTC STAFF INSTRUCTION 1710.1A

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

Ref: (a) CNICINST 1710.3

Encl: (1) New Volunteer Letter Template
(2) Volunteer Replacement Letter Template

1. Purpose. To establish the operating policies and responsibilities of the Naval Service Training Command (NSTC) Morale, Welfare, and Recreation (MWR) program.
2. Cancellation. NSTCINST 1710.1
3. Scope. This instruction applies to the NSTC MWR program for NSTC personnel in Great Lakes only.
4. Background. MWR is a program managed by Commander, Navy Installations Command. All tenant organizations can 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.
5. Committee Composition and Operations. NSTC MWR Committee will seek military or civilian member volunteers for each respective department. The desired minimum number of members representing each department should be as follows (departments with three billets or fewer will be grouped together):

| <u>Codes</u> | <u>Representatives</u> |
|--|------------------------|
| CAG/IG/OGC/Security | 1 |
| Executive Department/Flag Administration | 1 |
| Advanced Warrior Toughness Training | 1 |
| PAO | 1 |
| N1 | 1 |
| N3/5/7 | 1 |
| N4 | 1 |
| N6 | 1 |
| N8 | 1 |

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| | |
|-------------------------|-----------|
| N9 | 1 |
| Citizenship Development | 1 |
| | <hr/> |
| | Total: 11 |

6. Membership. Each code will provide and require participation in the MWR Committee.

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

b. Members are asked to serve on the committee for a minimum of one year. A member may resign at any time by submitting a resignation, in writing, to the MWR Committee President 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 MWR Committee of the replacement using enclosure (2).

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

d. Those who have not been designated as department committee member are welcome to participate and provide inputs for the NSTC MWR Committee. All Wardroom and Chief's Mess members are encouraged to attend, join, and/or participate in NSTC MWR meetings and events.

7. Meetings. The MWR Committee will convene monthly, with the date and time prearranged, except in cases of scheduling conflict. To accommodate other work duties and/or telework schedules, meetings will be mainly held via Microsoft Teams. At least 1 meeting per quarter will be an in-person meeting. Special meetings may sometimes be required to effectively conduct the MWR Committee's business. The MWR Committee Secretary will determine meeting locations, update the MWR 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.

8. Fundraising and Donations. Several fundraising and donation collection projects may be conducted each year to support the main events. The MWR Committee should coordinate with NSTC Staff Judge Advocate (SJA) and Office of General Counsel (OGC) to ensure projects meet the required ethical/legal standards.

a. NSTC Chief of Staff (CoS) 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.

b. Fundraisers may only be conducted by and amongst members of the group that will benefit from the funds during meal periods in the workplace. Funds may not be solicited from contractors or contractor employees working on base. MWR funds shall not be obligated without prior approval of CoS. Expenditures of funds are authorized for activities related to command-wide recreation, leisure events, and fundraisers (coffee socials, the command annual holiday party, summer picnic, etc.).

c. Expenditure of funds are 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.

9. Officers.

a. MWR Committee members will elect the following officers:

President
Vice President
Secretary
Treasurer

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

10. Duties and Responsibilities.

a. Officers

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

(a) Monitoring MWR 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 MWR Committee;

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(c) Obtaining approval from the Command Master Chief (CMC) for proposed MWR Committee meeting dates and events for the calendar year;

(d) Convening the MWR 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;

(e) Providing a proposed agenda prior to upcoming meetings;

(f) Requesting three non-MWR Committee military officers and/or financial management personnel from NSTC to conduct an audit of the MWR Committee books as needed, but at least annually and upon the resignation/detachment of the Treasurer.

(2) Vice President. The primary responsibilities of the Vice President are to assist the President in the administration and coordination of the MWR Committee. Responsibilities include, but are not limited to:

(a) Assuming the responsibilities of the President in their absence;

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

(3) Secretary. The primary responsibilities of the Secretary are to take the MWR Committee meeting minutes and issue them within one 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 while distributing updates to all members;

(b) Scheduling MWR Committee Teams meetings and coordinating the availability of meeting spaces for quarterly in-person meetings. All members are to be notified via email of the location and time of regular and emergency meetings;

(c) Arranging for minutes to be taken in the event the Secretary is unable to attend a meeting, and notifying the President of those arrangements prior to the scheduled meeting;

(d) Distributing minutes, after approval by President and Vice President, and saving a copy in the MWR Committee Teams channel for all committee members. If any DD/SA requests a copy of meeting minutes, preparing and sending a copy via email with a cover memorandum;

(e) Maintaining electronic records of the MWR Committee meetings, to include the current and past two years of the minutes and correspondence, meeting attendance rosters, event flyers, all-hands emails, and this instruction.

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

(a) Maintaining a current budget balance of Unit Allocated Funds (UAF) and fundraising funds;

(b) Providing monthly reports on the status of the MWR Committee funds prior to each scheduled meeting;

(c) Ensuring itemized receipts are obtained from MWR Committee members. Annotating each receipt with the check number and date payment was made. All receipts must be turned into Naval Station Great Lakes (NSGL) MWR within 5 days of receipt of issued check;

(d) Requesting funds from NSGL MWR by using appropriate documentation two weeks before any scheduled events;

(e) The Vice President will assume the above responsibilities in the absence of the Treasurer. In the absence of both the Treasurer and the Vice President, the President will assume the above responsibilities.

b. Event Leaders. For scheduled events, an Event Leader will be appointed. Each code will take charge of organizing one event. The main role of Event Leaders is to ensure that all arrangements for scheduled events are handled smoothly and successfully. They will delegate tasks to committee members or set up sub-committees as necessary to oversee specific responsibilities for each event.

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

(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 may include:

(a) Requesting any necessary equipment from NSGL MWR (grills, coolers, pavilions, games, etc.);

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

(c) Placing paper cover on tables;

(d) Purchasing any needed supplies for the event;

(e) Setting up serving tables;

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

(4) Cleanup. Responsible for ensuring the site is cleaned-up and all litter is properly removed and disposed. Ensuring all equipment is cleaned and returned to NSGL MWR;

(5) Publicity. Responsible for announcing upcoming events to the NSTC staff using the following procedures:

(a) Finalizing committee approval draft at least two months prior to the scheduled event;

(b) Sending out an all-hands calendar invite at least one month prior to the event and sending weekly all-hands email reminders leading up to the event;

(c) Preparing large posters to direct attendees to the event site (when needed).

11. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of August 2021.

12. Review and Effective Date. Per OPNAVINST 5215.17A, NSTC will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.



G. M. BECKER

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/NSTC-Directives/>

CUI (When completed)

NEW VOLUNTEER LETTER TEMPLATE

(Date)

MEMORANDUM

From: (Your Code)

To: President, NSTC Morale, Welfare and Recreation Committee

Subj: NEW VOLUNTEER (YOUR CODE) REPRESENTATIVES TO MORALE,
WELFARE, AND RECREATION COMMITTEE

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

| NAME | EMAIL | TELEPHONE (WORK/CELL) |
|------|-------|-----------------------|
|------|-------|-----------------------|

(DD/SA NAME)

(Title)

Enclosure (1)

CUI (when completed)

CUI (When completed)

VOLUNTEER REPLACEMENT LETTER TEMPLATE

(Date)

MEMORANDUM

From: (Your Code)

To: President, NSTC Morale, Welfare and Recreation Committee

Subj: VOLUNTEER REPLACEMENT (YOUR CODE) REPRESENTATIVE TO MORALE,
WELFARE, AND RECREATION COMMITTEE

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

| NAME | EMAIL | TELEPHONE (WORK/CELL) |
|------|-------|-----------------------|
|------|-------|-----------------------|

(DD/SA NAME)
(Title)

Enclosure (2)

CUI (when completed)