



**FORT BLISS
UNIT FUNDS
INFORMATION**

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FACT SHEET
MORALE, WELFARE, AND RECREATION (MWR)
UNIT FUND DIVIDENDS

A Unit Fund is a non-appropriated fund (NAF) activity of the Installation Morale, Welfare and Recreation Fund (IMWRF) established to provide support and enable unit commanders to supplement available appropriated funds (APF), in providing morale support to unit Military personnel. Unit Funds are intended to contribute to the comfort, pleasure, contentment, mental and physical welfare of the unit Soldiers and must be used for the benefit of all members within the Unit.

Allocations of all unit funds are based on a ceiling determined by the IMWRF, and approved by the USAG Commander. Unit funds are distributed and expended annually, based on requirements. All unexpended balances will revert back to the IMWRF at the end of each fiscal year (30 September). No Unit owns or controls interest in the Installation MWR Funds.

This informational packet is a synopsis of Unit Funds requirements and procedures. A Unit Funds Brief with more detailed information is provided to unit representatives upon account activation.

SUMMARY:

- Dividend of \$2.50 per soldier, each fiscal year.
- For collective benefit all unit members.
 - Activities that relate to MWR of unit members.
 - All members have opportunity to participate.
- Unused dividends **do not** rollover into new fiscal year.
- Available for:
 - All Army troops.
 - Army National Guard, or Reserve Component (RC) units which are geographically located within a 12 mile radius of Fort Bliss.
 - National Guard and Reserve units on Mobilized or Annual Training orders to Fort Bliss, see page 7 for more information.

FACT SHEET – Continued

ADDITIONAL INFORMATION:

- Unit Funds accounts are established/reactivated at the beginning of each fiscal year, 01 October.
- New Unit Funds accounts are established at Brigade or Battalion level.
- Establish or reactivate account with the Unit Funds Advisor at Leisure Travel Services in Building 20732 Constitution Ave.
- The following documents are required (checklist attached, see page 10):
 - Assumption of Command document (sample attached, see page 11)
 - DA 1687, Signature Card, signed by unit commander. **"Wet ink" signatures are required for all persons signing** (sample attached, see page 12). Only active-duty military, and full-time DoD civilians may be listed on Form DA 1687.
 - AAA-162, Unit Personnel Accountability Report verifying the breakdown of Soldiers assigned to the unit.
 - Unit Fund Contact Information form (attached, see page 13)
- Documents should be submitted to the Unit Funds Advisor by authorized personnel listed on DA 1687, military identification is required.
- Allow 2-3 business days for processing.
- Authorized unit representative will receive a Unit Funds account number, Unit Briefing, and Unit Fund SOP when submitting activation packet.
- Authorized unit representatives must:
 - Maintain copies of all unit funds requests.
 - Maintain accurate records of all expenditures.

UNIT FUNDS

REQUESTING, SUBMITTING, RECEIVING, RECONCILING

REQUESTING:

After establishing/activating a Unit Funds account, funds may be requested for an authorized purchase or event by submitting form DA 4065-R, prior to the event/purchase date.

1. Form DA 4065-R is the only authorized form for all funds requests.
2. Only personnel listed on form DA 1687 - Notice of Delegation of Authority (Signature Card) may sign funds requests.
3. Under no circumstances will requests be accepted and approved after the receipt of goods or services. Unit Funds cannot be used to reimburse prior purchases.
4. Funds will only be made payable to authorized personnel.

SUBMITTING:

A completed and signed DA 4065-R must be submitted at least **21 days** prior to event/delivery date.

1. Authorized personnel must submit completed DA 4065-R to the Unit Funds Advisor at Bldg. 20732 Constitution Avenue.
2. Only personnel listed on for DA 1687 (Signature card) may submit funds requests. Valid military ID is required.
3. Requests may NOT be submitted by email. Requests must be submitted in-person to the address listed above.
4. The Unit Funds Advisor will review each purchase request for proper format, propriety of purchase, authorized signature and obtain fund availability. Please allow 48 hours for funds request approval.

RECEIVING:

Authorized personnel will be contacted once funds are available for pick-up.

1. Funds will be issued by the Unit Fund Advisor at Bldg. 20732 Constitution Avenue.
2. Only personnel listed on DA 1687 (Signature card) may receive and sign for funds. Valid military ID is required.
3. All Unit Funds purchases are tax exempt. A copy of DFMWR Tax Exempt status will be provided.

Requesting, Submitting, Receiving, Reconciling – Continued

RECONCILING:

Any unused funds must be returned to the Unit Funds office. Original receipts for all purchases must be submitted to the Unit Funds Advisor within 3 business days from when funds are received.

1. Only personnel listed on DA 1687 (Signature card) may return funds and submit purchase receipts. Valid military ID is required.
2. All receipts submitted must be original, copies will not be accepted.
3. If unused funds are returned, the Unit Funds Advisor will issue a receipt and the Unit Funds account will be credited.

UNIT FUNDS FOR MOBILIZED AND ANNUAL TRAINING UNITS

MOBILIZED UNITS:

Unit Funds dividends for units mobilized to Fort Bliss are \$2.50 per soldier, for a fiscal year. This amount will be prorated by the dates reported on Mobilization Orders.

1. Requesting:

- A. Upon arrival at installation, unit should submit the following (checklist attached, see page 14):
 - I. Memorandum of Duty Appointment for Unit Fund Custodian and Alternate, signed by the Commander (sample attached, see page 15)
 - II. Unit Roster with total headcount (SSN are not needed)
 - III. Copy of Unit Mobilization Orders
 - a. Must specify that Fort Bliss is the Mobilization Station
 - b. Did not receive Unit-Level Mobilization Orders: Submit individual mobilization orders for each soldier
 - IV. Memorandum signed by Commander with the following information (Sample attached, see page 16):
 - a. Exact dates unit is mobilized to Fort Bliss
 - b. Total number of mobilized soldiers
 - c. Name check should be made payable
 - d. Address check should be mailed to, if applicable. Checks will be mailed to official military address only.
- B. Authorized personnel may submit documents in-person to the Unit Fund Advisor at Bldg. 20732 Constitution Avenue. Valid military identification is required.

2. Receiving:

- A. If the Unit Funds Custodian elected to have the funds mailed directly to the Unit, expect to receive a check in 2-3 weeks.
- B. If the Unit Funds Custodian elected to have the funds forwarded to the Unit Funds Advisor for distribution:
 - I. Only the Unit Funds Custodian or Alternate may sign for funds. Military ID is required.
 - II. Funds will be issued to authorized personnel by the Unit Fund Advisor at 20732 Constitution Avenue.
 - III. All Unit Funds purchases are tax exempt. A copy of DFMWR Tax Exempt status will be provided.

3. Reconciling:

- A. Mobilized Units are not required to reconcile purchases with the Fort Bliss Unit Funds Advisor, however, the Unit Fund Custodian is responsible for ensuring purchases meet the guidelines established in AR 215-1 Chapter 6 and should keep detailed records of all purchases and expenditures for auditing purposes.

Mobilized and Annual Training Units - Continued

ANNUAL TRAINING UNITS:

Unit Funds dividends for units at Fort Bliss on Annual Training (AT) orders are \$1.00 per soldier.

1. Requesting:

- A. Upon arrival at the installation units should submit the following (checklist attached, see page 17):
 - I. Memorandum of Duty Appointment for Unit Fund Custodian and Alternate, signed by the Commander (sample attached, see page 15)
 - II. Unit Roster with total headcount (SSN are not needed)
 - III. Unit AT orders, for each increment of training unit is attending
 - 1. Did not receive Unit-Level AT orders: Submit individual AT orders for each soldier, for each increment of training.
 - IV. Annual Training Memorandum (attached, see page 18)
 - 1. Unit Fund Custodian must complete and sign form
 - 2. Completed form must then be signed by Mobilization and Reserve Component POC at Bldg. 1004 Carter Road, Room 125.
- B. Authorized personnel may submit documents in-person to the Unit Fund Advisor at Bldg. 20732 Constitution Avenue. Valid military ID is required.

2. Reconciling:

- A. Mobilized Units are not required to reconcile purchases with the Fort Bliss Unit Funds Advisor, however, the Unit Fund Custodian is responsible for ensuring purchases meet the guidelines established in AR 215-1 Chapter 6 and should keep keep detailed records of all purchases and expenditures for auditing purposes.

UNIT FUNDS SPENDING GUIDELINES

1. The general criteria for expenditure of unit funds include:
 - A. Purchases must be used for the collective benefit of all unit members for off-duty recreational purposes as outlined by AR 215-1 Chapter 6 and not be authorized through APF channels.
 - B. All unit members must have the opportunity to participate in the activity supported with unit funds.
 - C. Activities must relate to the MWR of the unit members. Family members (and guests) may participate at the discretion of the unit members.
2. The types of purchases authorized include supplies, or equipment which contribute to the entertainment, recreation, and comfort of all personnel in the unit, to include:
 - A. Items for unit messes and dayrooms not available through regular supply channels such as videos, murals, pictures, decorative items and periodicals.
 - B. Trophies or awards for competitive events open to all individuals supported by the unit.
 - C. The purchase of wine is authorized provided it is purchased from a military package store and used or consumed under the provisions for AR 215-1, chapter 10.
 - D. Unit histories and related material for presentation to all unit members and new members when they join.
 - E. Distinctive insignia, when APF's are not authorized by AR 670-1.
 - F. Welcome Home celebrations (see AR 215-1, para 8-29).
 - G. Items for unit picnics and unit parties.
3. **Unauthorized Purchases** include, but are not limited to:
 - A. Any item, supply, equipment or services authorized to be purchased with APF, such as; lawn mowers, garden supplies, tools and dayroom furnishings and equipment.
 - B. Payment for any expense involving a change of command or retirement ceremony, command representation, protocol function, award ceremonies in conjunction with mission exercises, or any other event for select individuals or a group is not authorized.
 - C. Unit funds should not be used to purchase audiovisual or communications equipment.
 - D. Raffles are prohibited.
 - E. Toys for children's Christmas parties, Easter egg hunts, etc.
 - F. Alcoholic beverages, except for malt beverages and wine.



UNIT FUNDS ACTIVATION CHECKLIST

	Yes	No
1. Assumption of Command Memorandum*	<input type="checkbox"/>	<input type="checkbox"/>
2. DD Form 1687, Notice of Delegation of Authority*	<input type="checkbox"/>	<input type="checkbox"/>
3. AAA-162 or Alpha Roster with UIC(s)	<input type="checkbox"/>	<input type="checkbox"/>
4. Unit Funds Account Contact Information form	<input type="checkbox"/>	<input type="checkbox"/>
5. Call 915-744-5105 to make appointment	<input type="checkbox"/>	<input type="checkbox"/>

- *A "wet ink" signature is required by all persons signing DA Form 1687 and by the unit commander on the Assumption of Command memorandum.
- Only those listed on DA 1687 may submit activation paperwork, military identification is required.
- The Unit Funds office is located at Leisure Travel Services in the Soldier Activity Center, Bldg. 20732 Constitution Ave. on East Fort Bliss.



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP+ 4 CODE

OFFICE SYMBOL

23 July 2020

MEMORANDUM FOR RECORD

SUBJECT: Assumption of Command by Authority of Paragraph 2-5a, AR 600-20

The undersigned assumes command of the <Full Unit Name (UIC ABC123)>, effective DD
MMM YY.

JOHN A. ARMY
CPT, LG
Commanding

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <i>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</i>				DATE DD MMM YY	
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES UNIT NAME			LOCATION PHYSICAL ADDRESS		
LAST, FIRST, MIDDLE INITIAL			AUTHORITY		SIGNATURE AND INITIALS
			REQ	REC	
DOE, JOHN A.			Y	Y	"Wet ink" signature and initials are <u>Required</u> .
DOE, JOHN A.			Y	Y	"Wet ink" signature and initials are <u>Required</u> .
/////////////////////////////////NOTHING ELSE FOLLOWS/////////////////////////////////					
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE					
THE AUTHORITY TO: REQUEST, RECEIVE AND DEPOSIT MWR UNIT FUNDS					
REMARKS					
THIS FORM SUPERSEDES ALL OTHERS.					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE UIC			DODAAC/ACCOUNT NUMBER UNIT FUNDS ACCOUNT NUMBER		
LAST, FIRST, MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	
COMMANDERS NAME	00	000-000-0000	DD MMM YY	"Wet ink" signature <u>Required</u>	

DA FORM 1687, NOV 2015

PREVIOUS EDITIONS ARE OBSOLETE

APD LC v1.00ES

MWR Unit Funds

Account Contact Information

Unit Name: _____ Unit Fund Account #: _____

Commander Information*	
Name:	
Phone Number:	
Email address:	

***Required**

Authorized Representative*	
Name:	
Phone Number:	
Email address:	

***Required**

Authorized Representative	
Name:	
Phone Number:	
Email address:	

Authorized Representative	
Name:	
Phone Number:	
Email address:	

Authorized Representative	
Name:	
Phone Number:	
Email address:	



MOBILIZED UNIT FUNDS CHECKLIST

Yes No

1. Unit Funds Custodian Memorandum
2. Unit Roster
3. Unit Mobilization Orders
4. Command Memorandum
5. Call 915-744-5105 to make appointment

- All required signatures must be "wet ink" signatures.
- Only personnel listed on the Unit Funds Custodian Memorandum may submit funds request paperwork, military identification is required.
- The Unit Funds office is located at Leisure Travel Services in the Soldier Activity Center, Bldg. 20732 Constitution Ave. on East Fort Bliss.



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21 July 2020

MEMORANDUM FOR RECORD

SUBJECT: Appointment of Unit Fund Custodians

1. Effective immediately, the following individuals are appointed as the Unit Fund Custodians for <UNIT>.

<u>Name</u>	<u>Unit Position</u>	MWR Council Position
		Unit Fund Custodian
		Alternate Fund Custodian

2. Authority: 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities, dated 24 September 2010.

3. Period:

4. POC for this memorandum is SSG Amy S. Army at 318-435-9999 or amy.s.army@us.army.mil.

JOHN A. ARMY
CPT, LG
Commanding



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22 July 2020

MEMORANDUM FOR RECORD

SUBJECT: Unit Funds Request

1. The purpose of this memorandum is to request mobilized unit funds for <Unit Name>.
2. Dates mobilized to Fort Bliss: <Begin Date – End Date>
3. Number of Soldiers: <# of soldiers mobilized>
4. Unit Funds should be made payable to:
 - 4.1. <Individuals Name>
<Official Unit Address>
<Official Unit Address>
5. The point of contact for this memorandum is <POC Name> at <phone number> or <official email>.

(Commanders Signature)
<COMMANDERS NAME>
<RANK>
COMMANDING



ANNUAL TRAINING FUNDS CHECKLIST

	Yes	No
1. Unit Fund Custodian Memorandum	<input type="checkbox"/>	<input type="checkbox"/>
2. Unit Roster	<input type="checkbox"/>	<input type="checkbox"/>
3. Unit Annual Training Orders	<input type="checkbox"/>	<input type="checkbox"/>
4. Annual Training Memorandum	<input type="checkbox"/>	<input type="checkbox"/>
5. Call 915-744-5105 to make appointment	<input type="checkbox"/>	<input type="checkbox"/>

- Only authorized personnel may submit funds request paperwork, military identification is required.
- The Unit Funds office is located at Leisure Travel Services in the Soldier Activity Center, Bldg. 20732 Constitution Ave. on East Fort Bliss.

MEMORANDUM FOR Cdr. HQ USAADACENFB ATZC-CAA-M (Unit Funds) Bldg. #20732
ATTN: UNIT FUND ADVISOR, Ft Bliss TX 79916

SUBJECT: Reserve Unit Fund Statement

- Units on AT status will prepare this request to receive morale support funds. The original and one copy will be submitted to the MRCSD, early in the first week of the AT period to ensure receipt of funds while at the USAADACENFB. One copy of the AT orders and one copy of the unit roster will be attached to the request. If the unit attends AT in increments; two sets of orders and two copies of rosters are required for each increment. Further details will be provided during the advance party in-processing.
- The following information for strength and period of annual training (AT) is submitted:

	<u>Dates of AT</u>	<u>Officer</u>	<u>Enlisted</u>	<u>Total</u>
Adv. Party	_____	_____	_____	_____
Main Body	_____	_____	_____	_____
Rear Party	_____	_____	_____	_____
Totals	_____		_____	_____
	(Days)		(Personnel)	

3. One copy of the AT orders and unit roster is attached. (Annexes, changes, additions/deletions to the orders will be included when applicable).

4. Unit HOME mailing address and telephone number: Fort. Bliss telephone number:

_____ Home Tel: () _____

 _____ Local Tel: () _____

(Printed Name of Unit Funds Representative)

(Signature)

Approved: _____
(Printed Name & Signature)

Bldg. 1004 RM 125
Mobilization & Reserve Component
Support Division, DPTMS 915-568-2192 / 915-569-6118

POINT OF CONTACT

DFMWR LTS - Unit Funds

Melissa Lemmon - Unit Funds Advisor

Bldg. 20732 Constitution Ave.

Fort Bliss, TX 79916

Desk: (915) 744-5105

DSN: 621-5105

melissa.c.lemmon.naf@army.mil