



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION NEW RIVER
PSC BOX 21001
JACKSONVILLE, NC 28545-1001

ASO 12712.2C

S-1

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From: Commanding Officer, Marine Corps Air Station New River
To: Distribution List

Subj: CIVILIAN WELFARE AND RECREATION ASSOCIATION

Ref: (a) DoD 7000.14-R, Vol. 13
(b) MCO P1700.27B W/Ch 1
(c) MCO 12790.2 W/Ch 1
(d) DoDI 1015.8-R

1. Situation. The Marine Corps Air Station (MCAS) New River Civilian Welfare and Recreation Association (CWRA) is a civilian non-appropriated fund (NAF) activity that has existed for 25 years in accordance with references (a) through (d). The 2014 Marine Corps Community Services (MCCS) New River consolidation with MCCS Camp Lejeune requires this order be updated to clarify policies and procedures for administration of the CWRA.

2. Cancellation. ASO 12712.2B.

3. Mission. The MCAS New River CWRA promotes group recreational and welfare services among civilian employees aboard the Installation to enhance morale and camaraderie among employees.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The CWRA shall conform to policies and procedures established by the Department of Defense (DoD) and Headquarters Marine Corps as outlined in reference (c). The CWRA will not engage in any activities which are discriminatory against any person because of race, age, religion, color, sex, national origin, physical, sexual orientation, or mental handicap. Sponsored events will be intended for the employees and may include their immediate families. Programs will be planned so as to permit reasonable and equitable opportunity for all employees to participate. All activities will be pre-scheduled group events.

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distribution is unlimited.

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(b) The following CWRA sponsored activities are authorized so long as they are primarily or entirely for the benefit of civilian employees of MCAS New River:

1. Team athletics and sporting events, such as softball, golf, tennis, basketball, bowling, or other activities.
2. Group activities such as discount tours, vacation sites, or other group recreational activities (if group rates/discounts are available). Other such activities as may be recommended by the Board of Governors and approved by the Commanding Officer (CO), MCAS New River.
3. Social events including picnics, dances, BBQs, holiday parties, etc.

(c) The following facilities are authorized for use by the CWRA members: Marina, Gym, Bowling Alley, Picnic Areas, and Outdoor Football/Basketball/Softball Fields. Space, furniture, furnishings, and administrative equipment will be provided for meetings, as necessary by the CO, MCAS New River.

Note: Military personnel and their dependents will have priority consideration on the use of all recreational facilities aboard the Air Station. Further, the use of all facilities must be coordinated via MCCS by the CWRA.

(2) Concept of Operations

(a) Membership

1. All DoD civilian employees working at MCAS New River and compensated directly from either appropriated or non-appropriated funds shall be deemed members. Family members are defined as the employee's spouse as well as any children living with an employee in a parent-child relationship and who are under the age of 22. No other guests/visitors are authorized.

2. Membership of new employees shall commence automatically on the beginning date of employment. Termination of membership shall be the effective date of separation from employment.

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(b) Operating Procedures

1. Operations of the Board of Governors or committees in connection with planning, supervising, controlling, inspecting, auditing, and other related functions are authorized during working hours and time will be allowed for this purpose.

2. Financial support for the CWRA will be provided by an annual allocation from Camp Lejeune-New River MCCA per reference (c) and (d), if deemed available, and from fundraising events, voluntary contributions, and other approved functions (See paragraph 3). The cash assets for the CWRA shall be limited to a maximum of \$10,000 per fiscal year and should never exceed this amount.

3. Deviations in operating procedures may be recommended by the Board of Governors.

4. The CWRA will be governed by a seven member Board of Governors. These governors will be comprised of employees who have expressed a desire to serve and will be voted on by the association's membership biannually to serve a two year term that will start upon commencement of a new fiscal year. A majority vote of the membership will elect the governors at a predetermined meeting where a quorum of the membership of the association is present. Board governors will be required to attend the monthly meetings.

5. Interim vacancies on the Board of Governors will be filled as stated above if required.

6. An appointment to the Board of Governors is a duty; however, a governor may voluntarily resign at any time, or be required to resign by their department when such service interferes with regular duties.

7. The officers of the CWRA shall be full-time civilian employees. The officers shall consist of a Chairman, Vice Chairman, Secretary, and a Treasurer elected by the Board of Governors. New officers will be elected annually by majority vote of the Board of Governors. These officers will serve a term of one year, but may hold the same office if reelected in subsequent years.

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(c) CWRA Recreational Vehicle (RV) Park

1. The CWRA will gain monetary benefit of all funds gained via the RV park located adjacent to the Visiting Officers' Quarters (VOQ) by the C-huts on the Installation.

2. RV parking may be reserved by any patron with DoD access and a recreational vehicle through coordination with the VOQ as a recreation activity or alternative billeting option. Scheduling will be conducted by the VOQ in consultation with CWRA.

3. Currently, there are four campsites, only two of which have full hookups (water, sewer, and electric) and the other two are electric hookup only.

4. The proceeds of the RV park rentals will be for the sole benefit of the CWRA. The proceeds will be separated by the VOQ staff and transferred from the VOQ RV Lot account into the CWRA account at the end of every month for purposes of covering costs of holiday parties or other similar CWRA events.

5. Per reference (d), the Installation will remain responsible for the maintenance of the RV facility and collateral equipment from appropriated funds. Repair and maintenance costs paid from non-appropriated funds are authorized only when appropriated funds are not available or sufficient. All utility costs will be paid by appropriated funds.

6. Per reference (c), the Installation may give adequate publicity to the CWRA RV park through station newspapers and other media.

5. Administration and Logistics

a. The Board of Governors shall meet upon special call of the Chairman, or at a minimum, once a month. The Chairman shall preside over all meetings of the Board of Governors. During the absence of the Chairman, the Vice Chairman shall assume the duties and responsibilities of the Chairman. The Secretary or Treasurer may also, if required, assume the duties and responsibilities of the Chairman during the absence of both the Chairman and Vice Chairman. A majority of the members of the

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Board of Governors shall constitute a quorum for the purpose of conducting business of the Board.

b. The Chairman shall be responsible for the following:

(1) Ensuring compliance with the references, this Order, applicable civilian personnel instructions and other orders as may be promulgated by the CO, MCAS New River or higher authority.

(2) Reviewing organizational requests for funds and signing all checks; however, in the absence of the Chairman, the Vice Chairman of the Board of Governors is authorized to sign checks to preclude the delay of business of the CWRA.

(3) Making reports, requests, or recommendations directly to the CO, MCAS New River on behalf of the CWRA and Board of Governors.

c. The Vice Chairman shall be responsible for the following:

(1) Assuming the duties and responsibilities of the Chairman during his/her absence.

(2) Signing checks for disbursement of funds, verifying the transaction and supporting documentation, signing the expenditure voucher and mailing the check to the vendor.

d. The Secretary shall be responsible for the following:

(1) Recording the minutes of all meetings. Minutes will be prepared in letter form from the Chairman to the CO, MCAS New River via the S-1 Officer and shall include the number of employees participating in events, the Board's evaluation of the event and other information which may be of value in future planning.

(2) Conducting the official correspondence of the CWRA.

(3) Issuing notices of meetings, elections, sponsored activities, and official invitations, as appropriate.

e. The Treasurer shall be responsible for the following:

(1) Receiving all income and conducting such depository

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and withdrawal transactions as required. Receipts are to be deposited within three business days and all deposits will be monitored by the Chairman.

(2) Accounting for all funds and association property in accordance with reference (c) and the preparation of monthly statements and budget proposals for the Board's consideration.

(3) Making financial records available for the Marine Corps Non-appropriated Fund Audit Service (MCNAFAS) quarterly.

(4) At termination, delivering to the successor all monies, books, and papers which have any connection with the business of the CWRA.

f. The Board of Governors shall be responsible for:

(1) Evaluating the needs and desires of employees for authorized activities.

(2) Estimating the cost of such activities as are considered necessary for maintaining an adequate welfare and recreation program, and recommending these activities.

(3) Arranging for and managing all approved events and activities including solicitation of volunteers from the workforce who may make arrangements for activities.

(4) Reviewing expenditures made by the organization against the approved allocations, ensuring that expenditures do not exceed amounts allocated unless specifically authorized by the Board.

(5) Reviewing all cash expenditures and bank reconciliations. Reviewing receipts to support expenditures incurred and the results documented in the CWRA minutes.

(6) Recommending changes in policies and procedures considered necessary or desirable for improved program operations to the CO, MCAS New River.

(7) Ensuring that excess funds are not accumulated per reference (c).

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g. Accounts of the CWRA may be periodically reviewed by internal review and the MCAS New River Comptroller. The purpose of any audit is to provide the CO, MCAS New River and Chairman, CWRA with independent and unbiased appraisals of the operations and activities of the CWRA and to ensure compliance with the references.

h. Financial reports, as required by reference (a), will be reviewed by MCNAFAS, approved by the CO, MCAS New River, and forwarded to the Commandant of the Marine Corps (CMC, MPC-30) to arrive no later than 30 days after the close of the NAF fiscal year (31 January).

i. The CWRA may be disestablished at the discretion of the CO, MCAS New River, based upon evaluation of the needs and desires of the employees or upon recommendation by the Board of Governors. Disestablishment will not be accomplished without at least 30 days advance notice to the members. Reasons for the disestablishment will be submitted to the CMC, MPC-30, prior to the 30 days advance notice. If the CWRA is disestablished, residual funds will be directed to the Marine Corps Central Civilian Fund, CMC, MPC-30 unless provisions have been made through the CMC for transfer of funds to a successor organization. Residual funds will consist of cash and other assets remaining after all outstanding obligations of the fund have been met.

6. Command and Signal

a. Command. This Order is applicable to all appropriated and NAF civilians employed at MCAS New River.

b. Signal. This Order is effective the date signed.



R. C. BURTON

DISTRIBUTION: A