



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 1700.3
MCCS
7 DEC 2012

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 1700.3

From: Commanding General
To: Distribution List

Subj: EXPENDITURE OF MARINE CORPS COMMUNITY SERVICES NONAPPROPRIATED FUNDS
IN SUPPORT OF OFFICIAL EVENTS

Ref: (a) ALMAR 583/99
(b) MCO P1700.27B
(c) MARADMIN 011/09 of 7 Jan 09
(d) SECNAVINST 7042.7K
(e) MCO 7040.11A
(f) Title 10 U.S.C. Sec. 2783, "Nonappropriated Fund Instrumentalities:
financial management and use of Nonappropriated funds", January 3, 2007
(g) CMC Green Letter 01-10 of 22 Jan 10
(h) Title 10 U.S.C. Chapter 47, "Uniform Code of Military Justice",
January 3, 2007

Encl: (1) Authorized/Unauthorized NAF Expenditures
(2) Request for MCCS Nonappropriated Funds (Form)

1. Situation. Although the authority for the use of Official Entertainment Funds was eliminated by reference (a), some commanders still seek periodic allocation of Marine Corps Community Services' (MCCS) Nonappropriated Funds (NAF) for the funding of official events. The practice of allocating funds expired with the Official Entertainment Funds program, as well as the extent to which MCCS NAF could be used for official events. Additionally, supported commanders must take into consideration that MCCS NAF are to be expended with prudence so as to benefit the greatest number of authorized patrons, and that all expenditures are to be properly authorized, planned, and executed.

2. Cancellation. MCIEASTO 1700.3 w/Ch 1.

3. Mission. Installation commanders will provide appropriate funding and oversight for NAF expenditures through their MCCS Directors, per paragraphs 1313 and 1314 of reference (b), and paragraph 3(b) of reference (c). Use of the Official Representation Fund (ORF) will be accomplished to the maximum extent possible under the provisions of reference (d). Reference (e) provides guidelines on the use of Appropriated Funds (APF) and NAF in support of United States Marine Corps Birthday Balls and ceremonies. In the event that Unit and Family Readiness Funds (U&FRF), ORF, or MCCS NAF cannot be used, commanders are encouraged to establish event fees or pay costs out of pocket.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The overarching requirement is to ensure MCCS NAF are used only for allowable purposes, planned and coordinated in annual operating budgets, and executed within annual resource constraints.

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(2) Concept of Operations

(a) Installation commanders will coordinate with tenant commanders and their MCCS Directors to ensure MCCS NAF are expended in support of events and programs, as prescribed in enclosure (1).

(b) MCCS NAF expenditures must be conservative as NAF are limited, and expenses must be kept within available resources.

(c) Under the provisions of references (f) and (g), commanders are reminded that NAF are entitled to the same protection as funds of the U.S. Treasury. Each commander has an individual fiduciary responsibility to ensure the proper use of NAF resources and to prevent waste, loss, or unauthorized use. This responsibility extends to all Department of Defense personnel, including members of the Armed Forces and civilians paid with either APF or NAF. NAF personnel who violate NAF regulations are subject to the same penalties under Federal laws that govern the misuse of appropriations by APF personnel. Per reference (h), violations by military personnel are punishable under the Uniform Code of Military Justice.

b. Subordinate Element Missions. Installation Commanders shall:

(1) Establish local procedures for tenant commanders to request NAF for authorized expenses related to official command events.

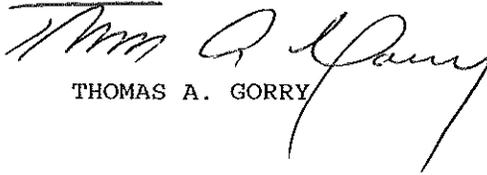
(2) Ensure tenant commanders request MCCS NAF by completing and submitting enclosure (2) to the installation commander, with attention directed to the installation MCCS director.

5. Administration and Logistics. Upon receipt of a request for MCCS NAF, the installation MCCS director shall review it and, if necessary, seek advice from MCCS counsel, Eastern Area Counsel Office, to determine compliance with provisions of this Order and applicable regulations.

6. Command and Signal

a. Command. This Order is applicable to MCIEAST-MCB CAMLEJ commands with an MCCS Department providing support to tenant commands.

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


THOMAS A. GORRY

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AUTHORIZED/UNAUTHORIZED NAF EXPENDITURES

Event	NAF			APF		
	ORF	MCCS NAF	N/A	ORF	OGM	N/A
A. Changes of Command (Bn and above)						
(1) Official Ceremony			X		X	
(2) Social Event			X	X ⁴		
B. Going Away Parties			X			X
C. Retirement Receptions			X			X
D. Commander's Personal Entertainment Obligations			X			X
E. Host Local or Visiting Dignitaries (luncheons, dinners and special events if their attendance is for the benefit of the overall MCCS MWR operation)		X		X		
F. Workshops/Symposiums (Related to MWR Cat A, B, or C Programs)		X			X	
G. Private Organization Events			X			X
H. Public Affair Events			X	X	X	
I. Protocol Functions			X	X	X	
J. Special Parties						
(1) USMC Birthday Ball - Ceremony ⁵		X ⁶			X	
(2) USMC Birthday Ball - Social ⁷	X	X				X
(1) Purchase/Print Holiday Cards			X			X

¹ A minimum NAF allocation of \$25 per Marine per year for each unit supported by the installation MCCS program.

² MCCS NAF only to be used to the extent that it directly supports MWR Category A, B and C operations/activities.

³ IAW SECNAVINST 7042.7K - Individual Eligible for Official Representation Fund (ORF) Courtesies.

⁴ Unauthorized for change of command and retirement ceremonies for DoD personnel; however, when a change of command reception is intended to provide an opportunity for the incoming commander to meet individuals qualifying under paragraph 6a(1) through (3) of SECNAVINST 7042.7K, an exception to policy may be requested in advance as provided in paragraphs 5e and 4f to use ORF to pay for food and refreshment expenses.

⁵ Official ceremonial portion may be supported with appropriated funds (APF).

⁶ Par 4.3b(a) of MCO 7040.11A relating to expense of Guest of Honor.

⁷ Social includes dinner, refreshments, favors, music and other social activities. These functions shall be supported primarily through ticket sales though they may also be supported by unsolicited donations, unit fund raising and Nonappropriated funds (NAF) if available and appropriate. Social portion is a Cat A event, therefore may selectively be supported by APF and NAF within local resources.

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Event	NAF	APF	N/A	ORF	OSM	N/A
	U&FRF	MCCS NAF ⁸				
K. Air Shows		X				
(1) Receptions exclusively for certain groups whose attendance does not benefit MWR programs and to which some eligible MWR patrons are excluded			X	X		
(2) Spectator Seating		X			X	
(3) Portable Toilets		X			X	
(4) Rental Cars		X			X	
(5) PA Systems		X			X	
(6) Advertising		X			X	
(7) Printing		X			X	
(8) Receptions (Open to all authorized patrons)		X				X
(9) Tent Rentals		X			X	
L. Open House						
(1) Receptions exclusively for certain groups whose attendance does not benefit MWR programs and to which some eligible MWR patrons are excluded			X	X		
(2) Spectator Seating		X			X	
(3) Portable Toilets		X			X	
(4) Rental Cars		X			X	
(5) PA Systems		X			X	
(6) Advertising		X			X	
(7) Printing		X			X	
(8) Receptions (Open to all authorized patrons)		X				X
(9) Tent Rentals		X			X	
M. Family Readiness - Social						
(1) Unit Picnics	X					X
(2) Unit Parties	X					X
(3) Commander's Calls	X					X
(4) Award Ceremonies ¹¹	X	X			X	
N. Family Readiness - Readiness						
(1) Deployment Briefs	X				X	
(2) Welcome Aboard Orientations	X				X	
(3) Meetings	X				X	

⁸ A minimum NAF allocation of \$25 per Marine per year for each unit supported by the installation MCCS program.

⁹ MCCS NAF only to be used to the extent that it directly supports MWR Category A, B and C operations/activities.

¹⁰ IAW SECNAVINST 7042.7K - Individual Eligible for Official Representation Fund (ORF) Courtesies.

¹¹ Relates to Family Readiness or MCCS Awards & Recognition.

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Event	NAF		APF		ORF		OGM	
	U&PRF	NAF	MCCS	N/A	ORF	OGM	N/A	N/A
(4) Light Refreshments	X							X
(5) Training Events								
(a) Light Refreshments	X							X
(6) Volunteer Reimbursement	X					X		
(7) Supplies	X					X		
(8) Travel	X					X		
(9) Communications	X					X		
(10) Business Cards	X							X
(11) FRO Pay & Compensation			X			X		
O. Other								
(1) Military Proficiency Prizes /Awards			X			X		
(2) Meal Charges for government personnel on APF Per Diem or enlisted members of sports teams in APF dining facilities			X			X		
(3) Donations to Organizations or Individuals			X					X
(4) To improve the appearance and enjoyment of areas such as APF dining facilities, reception centers, and guard or duty rooms when not authorized from APF sources		X				X		
(5) Purchasing food, supplies, and equipment for APF dining facilities			X			X		
(6) Purchase of Capital Equipment		X				X		
(7) Purchase of Command Award/Memento Coins			X			X ¹⁵		
(8) Light Refreshments for Recruit & Infantry Training School Graduation		X						X

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¹³ MCCS NAF only to be used to the extent that it directly supports MWR Category A, B and C operations/activities.

¹⁴ IAW SECNAVINST 7042.7K - Individual Eligible for Official Representation Fund (ORF) Courtesies.

¹⁵ 10 U.S.C. 1125 authorizes DoD to award medals, trophies, badges, and similar devices for excellence in accomplishment. The use of appropriated funds to purchase command coins is appropriate as long as they are used as awards for specific achievement or outstanding accomplishments by military and civilian personnel.

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Additional Guidance

1. Funding shall be spent through MCCS activities unless they are inadequate or unable to meet the need.

2. Use of NAF is prohibited for any expenditure inconsistent with or prohibited by the Joint Ethics Regulation or other applicable Federal laws or regulations.

3. Examples of Authorized Expenditures of U&FRF and NAF

a. Hosting a retired Marine (not active duty) or a civilian guest of honor at the Marine Corps Birthday Ball. Section J-(1) of the Authorized/Unauthorized NAF Expenditures table.

b. Paying for light refreshments in conjunction with a deployment brief to which all Marines are invited. Section N-(4) of the Authorized/Unauthorized NAF Expenditures table.

c. Paying for light refreshments in conjunction with a unit's officer or staff call as long as a similar event is held for enlisted Marines separately. Section M-(3) of the Authorized/Unauthorized NAF Expenditures table.

d. Paying for light refreshments when a commander wants to get all Marines together for unit level MWR social activities which promote stress relief or help create esprit de corps. Sections M-(1) & M-(2) of the Authorized/Unauthorized NAF Expenditures table.

4. Examples of Unauthorized Expenditures

a. Entertaining a congressman or professional congressional staff member on a command visit when the visit is not related to MCCS Category A, B, or C programs. Section E of the Authorized/Unauthorized NAF Expenditures table.

b. Purchasing a going-away plaque for a departing unit Commander. Sections B & C of the Authorized/Unauthorized NAF Expenditures table.

c. Paying for an installation commander to entertain the Marine Corps Forces Commander on a local command visit. Section D of the Authorized/Unauthorized NAF Expenditures table.

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REQUEST FOR MCCS NONAPPROPRIATED FUNDS

PRIVACY ACT STATEMENT

AUTHORITY, the information contained on this form is maintained under the systems of records notice T7225 (Integrated Accounts Payable System (IAPS)) 5 U.S.C. 301, Departmental Regulations; 31 U.S.C. Chapters 37 and 39, Department of Defense Financial Management Regulation (DoDFMR) 7000.14-R, Vol. 10; and E.O. 9397 (SSN), published May 4, 2007, 72 FR 25271. The information contained within is **FOR OFFICIAL USE ONLY** and may not be disclosed without the consent of the record's subject, except under routine use. **PURPOSE** of this information is to generate payment vouchers for claims, awards, personal expenditures, or other entitlements. In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a **ROUTINE USE** pursuant to 5 U.S.C. 552a(b)(3). **DISCLOSURE MANDATORY.**

Date of Function/Expense: _____ Location of Function: _____

Est. Number to Attend: _____ POC (Name, Grade, Division/ Phone#): _____

Purpose of Event/Expense: _____

Description of Expense/Service Requested (Function Type): _____

Requesting Official's NAF Eligibility Determination:

I certify that this request for MCCS NAF satisfies the following criteria:	Yes	No
1. Hosting Local or Visiting Dignitaries for Luncheon, Dinner or Special Event (Attendance Related to MCCS Operation)		
2. Workshop/Symposium (Related to MCCS MWR Category A, B or C Program)		
3. Marine Corps Birthday Ball Expenses Relating to Guest of Honor		
4. Marine Corps Birthday Ball Expenses Relating to the Social (Explain Above)		
5. Authorized Expenses Relating to Air Shows or Open Houses		
6. Authorized Expenses Relating to Award Ceremonies.		
7. Light Refreshments for Recruit & Infantry Training School Graduations.		
8. Other: _____ Fully Explain Above.		

Requesting Official: (Name, Grade, Division, Phone #) _____

Estimated NAF Requested: \$ _____ Check Payable To: _____

(Applies only if MCCS is unable to meet the need; original receipts/any excess cash must be returned to MCCS)

MCCS Director's Funding Determination: (Approval requires no further staffing)

This request is conservative and within available resources and meets the provision of this directive? Yes No

Authorizing Official: (Name, Grade, Division, Phone #): _____

X

Eastern Area Counsel's Determination: (Only if circumstances warrant)

This request satisfies the criteria of MCIEAST Order # HERE Yes No

Authorizing Official: (Name, Grade, Division, Phone #): _____

X

Installation Commander's Determination: (Only if circumstances warrant)

Comments: _____ Approved: Yes No

Authorizing Official: (Name, Grade, Division, Phone #): _____

X

For MCCS Use Only: Check receipt information

Received by (Signature) _____ Received by (Print) _____

Grade/Division/Phone #: _____ Date: _____ Check #: _____