



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

MCIEAST-MCB CAMLEJO 7010.2
MCCS

08 DEC 2014

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER
7010.2

From: Commanding General
To: Distribution List

Subj: REQUEST TO RETAIN UNEXECUTED UNIT AND FAMILY READINESS
FUNDS (U&FRF)

Ref: (a) MCO 1754.9A
(b) MCO P1700.27B Ch 1

Encl: (1) Sample Letter of Request to Retain Unexecuted U&FRF

1. Situation. References (a) and (b) require that any U&FRF remaining unexecuted, or excess, at the end of the nonappropriated fund (NAF) fiscal year (FY) be withdrawn from that commanders' account unless the installation commander authorizes a waiver. Therefore, the Commanding General (CG), Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) will withdraw all unexecuted U&FRF annually at the end of each NAF FY on or about 31 January. Commanders may submit a waiver of this requirement to the CG, MCIEAST-MCB CAMLEJ using enclosure (1). The request must contain a justification for waiving the requirement to withdraw the unexecuted U&FRF, contained in references (a) and (b), along with an explanation for the existence of the unexecuted or excess U&FRF.

2. Mission. This Order publishes the procedure for requesting a waiver of the requirement in references (a) and (b) that the CG MCIEAST-MCB CAMLEJ withdraw any unexecuted U&FRF at the end of each NAF FY.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To assist commanders in understanding the Commandant of the Marine Corps' intent that they maximize the use of U&FRF for the benefit of Marines and their families during the NAF FY in which the funds are allocated. Further, to provide a process for commanders to retain U&FRF that may remain unexecuted due to exceptional circumstances, such as unanticipated operations or other circumstances that prevent commanders from achieving this goal.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

08 DEC 2014

(2) Concept of Operations. U&FRF are allocated according to the process detailed in reference (a). Commanders will use enclosure (1) to request a waiver to retain any unexecuted U&FRF remaining at the end of each NAF FY when circumstances justify such a request.

b. Coordinating Instructions. Commanders, or their designated representatives, receive a monthly notice from the Director, Marine Corps Community Services (MCCS), Lejeune-New River detailing the amount of U&FRF remaining in their accounts. Balances may be confirmed at any time by contacting the Deputy Chief Financial Officer, MCCS, Lejeune-New River at (910) 451-2481, extension 6333.

c. Subordinate Element Missions. The Assistant Chief of Staff, MCCS shall:

(1) Allocate U&FRF each quarter of the NAF FY as detailed in reference (a).

(2) Distribute a monthly balance report to all commanders and their designated representatives.

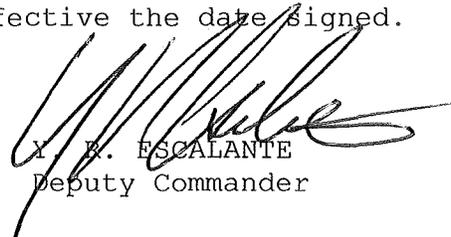
(3) Assist commanders and their designated representatives with the proper expenditure of U&FRF as defined in reference (a).

4. Administration and Logistics. Commanders wishing to request a waiver to retain unexecuted U&FRF past the end of the NAF FY will submit enclosure (1) to the CG, MCIEAST-MCB CAMLEJ no later than 1600 on the second Friday of each January with an advance courtesy copy forwarded to the Deputy Chief Financial Officer, MCCS, Lejeune-New River, located in Building 895 on Molly Pitcher Road.

5. Command and Signal

a. Command. This Order is applicable to MCB CAMLEJ, Marine Corps Air Station New River, their subordinate commands, and all tenant organizations aboard both installations.

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


Y. E. ESCALANTE
Deputy Commander

DISTRIBUTION: A/C

MCIEAST-MCB CAMLEJO 7010.2

08 DEC 2014

Sample Letter of Request to Retain Unexecuted U&FRF



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

7010
Code
Date

From: Commanding Officer, (unit)
To: Commanding General, Marine Corps Installations East-Marine Corps Base, Camp Lejeune
Via: Commanding General, II Marine Expeditionary Force;
Commanding General, 2d Marine Division;
Commanding General, 2d Marine Logistics Group;
Commanding General, 2d Marine Aircraft Wing; or
Commander, U.S. Marine Corps Forces, Special Operations Command

Subj: REQUEST TO RETAIN UNEXECUTED UNIT AND FAMILY READINESS FUNDS (U&FRF)

Ref: (a) MCIEAST-MCB CAMLEJO 7010.2

1. Per reference (a), request the Commanding General, Marine Corps Installations East-Marine Corps Base Camp, Lejeune approve the Commanding Officer, (Specify Organization/Unit), to retain U&FRF in the amount of (Dollar Amount) past the end of the current nonappropriated fund (NAF) fiscal year.

2. The following circumstances prevented the use of the U&FRF during the current NAF fiscal year.

3. For questions concerning this request, please contact (Point of Contact and Contact Information).

I. M. COMMANDER

Enclosure (1)