



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST
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IN REPLY REFER TO:
1754
MCCS
12 Jun 09

COMMANDING GENERAL'S POLICY LETTER 002-09

From: Commanding General
To: Installation Commanders

Subj: UNIT AND FAMILY READINESS FUNDS (U&FRF)

Ref: (a) MARADMIN 0011/09
(b) MCO P1700.27B

1. Purpose. To establish a policy providing additional guidance in the allocation and administration of U&FRF.

2. Background

a. In Fiscal Year (FY) 2007, the Commandant of the Marine Corps undertook an effort to refresh the Marine Corps Family Team Building and the Unit Family Readiness Programs. A key component of this effort is the support and coordination of the Unit Family Readiness Program between Marine Corps Community Services (MCCS) and unit commanders, which is detailed in reference (a).

b. One element of this support is U&FRF. These funds incorporate the former picnic and party funds formerly authorized under reference (b), and are intended to support unit Morale, Welfare, and Recreation needs including recreational, social, and family readiness activities. In an effort to make U&FRF simple and easy to use for commanders, MCCS has established a single Nonappropriated Fund (NAF) allocation of \$25 per service member per year. This allocation is made quarterly based on unit on-board strength and is retained in sub-accounts held by MCCS.

3. Policy. The references provide that U&FRF are to be used in the year provided rather than accumulated over time and that these funds shall not be carried over at NAF FY-End (31 January) unless, upon request of the unit commander, the installation commander authorizes a waiver. However, it is my policy that, in the best interests of Marines, Sailors, and their families, unit U&FRF balances existing at the end of the NAF FY will be carried over without the waiver requirement. U&FRF are provided to commanders with the expectation that they will be put to good use. In that regard, commanders should be encouraged to spend their U&FRF, not hoard them. Senior commanders

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should consider redistributing funds, or as circumstances warrant, allowing their subordinate commanders to carry forward a reasonable balance with the understanding that these funds are to be spent for their intended purposes.

4. Action. MCIEAST installation commanders will direct their MCCA Directors to carry-over individual U&FRF balances at the end of the NAF fiscal year without the waiver requirement. Additionally, at least quarterly, MCCA will inform unit commanders of their U&FRF balances.

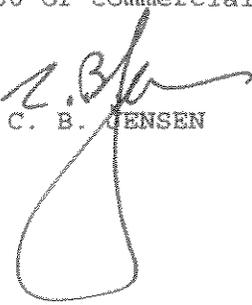
5. Coordinating Instructions

a. Commanders will ensure that their MCCA Directors closely coordinate with unit commanders to facilitate the planning and execution of U&FRF in compliance with the references.

b. Commanders will require their MCCA Directors ^{to} establish and maintain procedures to allocate and account for U&FRF expenditures in support of unit commanders.

6. Applicability. This Policy Letter is applicable to all MCIEAST commands and to those organizations supported by MCIEAST MCCA programs.

7. Point of Contact. The point of contact is the Assistant Chief of Staff MCCA, MCIEAST at DSN 751-9460 or commercial (910) 451-9460.


C. B. JENSEN

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