



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

MCIEAST-MCB CAMLEJO 7010.2D  
MCCS

**JUN 12 2023**

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

From: Commanding General  
To: Distribution List

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

Ref: (a) MCO 1754.9B  
(b) MCIEAST Unit Fund Training Brief dated 17 March 2023

Encl: (1) Sample Letter of Request to Retain Unexecuted U&FRF  
(2) Sample Letter of Unit Fund Appointment Letter  
(3) Sample of Unit Fund Tracker

1. Situation. This Order promulgates policy regarding the management of U&FRF in accordance with reference (a). Any U&FRF remaining unexecuted at the end of the Nonappropriated Fund (NAF) Fiscal Year (FY) will be withdrawn from that unit commander's account unless the Installation Commander authorizes a waiver. The Installation Commander will withdraw all unexecuted U&FRF annually at the end of each NAF FY on or about 31 January each year. While requests for waivers will be considered only in exceptional circumstances, unit commanders may submit a waiver of this requirement to the Installation Commander using enclosure (1). The request must contain a detailed justification for waiving the requirement to withdraw the unexecuted or excess U&FRF.

2. Cancellation. MCIEAST-MCB CAMLEJO 7010.2C.

3. Mission. This Order publishes the procedure for the management of U&FRF. It is intended to support the execution of U&FRF and to ensure consistency in application across the Marine Corps Installations East (MCIEAST) region as well as the tenant commands supported by Marine Corps Community Services (MCCS) Nonappropriated Fund Instrumentalities within the MCIEAST area of responsibility.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure tenant commanders execute the U&FRF in a consistent manner across MCIEAST. The use of a standard methodology and platform will ensure adherence to regulations, increase efficiencies, reduce U&FRF audit findings, and overall assist in the management of U&FRF.

(2) Concept of Operations. U&FRF are allocated according to the process detailed in reference (a). Enclosure (2) will be utilized to appoint the responsible officer(s) for managing the units U&FRF. MCIEAST will

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utilize a standardized funds' tracking file as per enclosure (3). The Declining Balance Card program will be used where cards are selected as a means of U&FRF execution as per reference (b). Enclosure (1) will be utilized to request for rollover of U&FRF. Unexecuted U&FRF will be withdrawn in accordance with reference (a). Marine Corps Nonappropriated Fund Audit Service will conduct periodic audits of units in support of the utilization of U&FRF. Audit findings will be provided to unit commanders and may include recommendations for appropriate action such as Deployment Readiness Coordinator (DRC)/Uniform Readiness Coordinator (URC) retraining or adverse administrative action. Non-compliance with established procedures may also result in delayed application of quarterly U&FRF allocations.

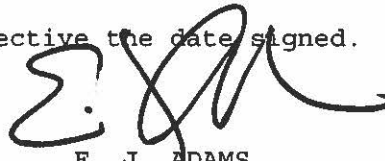
b. Coordinating Instructions. Installation MCCA, MCIEAST will allocate U&FRF each quarter of the NAF FY as detailed in reference (a) and assist commanders and their designated representatives with the proper expenditure of U&FRF as defined in references (a) and (b).

5. Administration and Logistics. Unit Commanders can request a waiver, via first level flag officer, to retain unexecuted U&FRF past the end of the NAF FY. Unit Commanders will submit enclosure (1) to their respective Installation Commander, with first level flag officer endorsement, no later than 1600 on the second Friday of January each year with an advance copy forwarded to the Chief Financial Officer of the respective MCCA providing U&FRF.

6. Command and Signal

a. Command. This Order is applicable to MCIEAST commands and tenant organizations aboard all Installations within the MCIEAST area of responsibility.

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



E. J. ADAMS  
Chief of Staff

DISTRIBUTION: A/B/C

Copy to: DRC/URCs  
MCIEAST MCCA Directors

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Sample Letter of Request to Retain Unexecuted U&FRF

UNIT LETTERHEAD

7010

Code

Date

From: Commanding Officer, (Name of Unit)  
To: Installation Commander  
Via: First Level Flag Officer

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

Ref: (a) MCIEAST-MCB CAMLEJO 7010.2D

1. Per the reference, request the Installation Commander 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 (FY).
2. The following exceptional circumstances prevented the use of U&FRF during the current NAF FY. (Exceptional circumstance explanation).
3. For questions concerning this request, please contact (Organization/Unit point of contact and contact information).

I. M. COMMANDER

Enclosure (1)

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Sample Letter of Unit Fund Appointment Letter

UNIT LETTERHEAD

7010  
Code  
Date

From: Commanding Officer, (Name of Unit)  
To: Chief Financial Officer, Marine Corps Community Services, (Location)  
Subj: LETTER OF AUTHORIZATION FOR UNIT AND FAMILY READINESS FUNDS (U&FRF)  
ACCOUNT  
Ref: (a) MCO 1754.9B

1. In accordance with the reference, the below listed individual(s) is/are authorized to execute expenditures for the subject account as the commands' representative using any of the following methods: Unit Declining Balance Card, Check Request, JP Morgan Government Purchase Card, and Requisition and Issue. All provisions of the reference apply to this account (U1XXXX).

2. Individuals who sign below understand that they have fiduciary responsibility for the funds and cards issued to them. They are responsible for budgeting and tracking U&FRF balances to ensure card transactions are less than or equal to the available funding. All documentation should be retained inhouse or digitally via the 1st Citizens portal for six years plus the current year for audit purposes. Authorized individuals are also required to ensure a proper turnover of cards to the incoming unit commander upon their departure.

Name and Rank of Service Member/Civilian Assigned

\_\_\_\_\_

Signature: \_\_\_\_\_

Name and Rank of Service Member/Civilian Assigned

\_\_\_\_\_

Signature: \_\_\_\_\_

3. Point of contact for this unit is (Name of Service Member/Civilian, Name of Unit, Phone number).

4. This letter supersedes all previous letters of authorization.

COMMANDING OFFICER SIGNATURE  
Name and Rank

Enclosure (2)

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## Sample of Unit Fund Tracker

**UNIT AND FAMILY READINESS FUNDS (U&FRF)**  
**Monthly/Quarterly Account Reconciliation Summary**

1. Unit	2. Org	2. Year
UNIT NAME	U1XXXX	FY23

Annual Summary					
	QTR 1	QTR 2	QTR 3	QTR 4	Total
0001 Volunteer Awards/Recognition (A)	-	-	-	-	-
0002 Volunteer Reimbursements (B)	-	-	-	-	-
0003 Light Refreshments (C)	-	-	-	-	-
0004 Unit Parties/Picnics (D)	-	-	-	-	-
0005 UFR Child Care (E)	-	-	-	-	-
0006 Direct/Overhead Exp - Comm (F)	-	-	-	-	-
0007 Direct/Overhead Exp - Travel (G)	-	-	-	-	-
0008 Direct/Overhead Exp - Other (H)	-	-	-	-	-
0009 MWR Support (I)	-	-	-	-	-
0010 Marine Corps Ball (J)	-	-	-	-	-
Total Annual Spending	-	-	-	-	-

Requested Prior Year Rollover Balance

Total Annual Allocation

Total Annual Spending

Unexecuted UFRF Funds