



DEPARTMENT OF THE NAVY
NAVAL DENTAL CENTER SOUTHWEST
2310 CRAVEN ST.
SAN DIEGO, CALIFORNIA 92136-5596

NDCSWINST 1710.1D
02PER
11 July 2004

NAVDENCEN SOUTHWEST INSTRUCTION 1710.1D

Subj: COMMAND MORALE WELFARE AND RECREATION (MWR) PROGRAM

Ref: (a) BUPERSINST 1710.11C
(b) BUPERSINST 7510.1B

Encl: (1) MWR Terminology Definitions
(2) Command MWR Committee Representation Chart

1. Purpose. To establish objectives, guidelines, and responsibilities for the Naval Dental Center Southwest Morale, Welfare and Recreation (MWR) Program following guidelines established in reference (a).

2. Cancellation. NDCSWINST 1710.1C.

3. Background. Attaining and sustaining a high level of morale and physical well being among all naval personnel, Department of Defense (DoD) civilians, contract employees and their families is a policy to which the Department of the Navy is acutely committed. Implementation of a varied program of wholesome and constructive leisure activities within the command structure has proven to be instrumental in the effective management of the Navy's human resources and directly conducive to the retention of naval personnel.

4. Objectives. The Morale, Welfare, and Recreation Program will provide the command with an active, viable program of recreational activities, designed to promote morale and the physical well being of staff members and their families. The program will accomplish this by:

a. Providing a forum for the development of activity proposals and the open discussion of the feasibility of such plans and the benefits to be derived. Implementation of approved plans, utilizing committee members as key coordinators of events, and additionally assigned personnel as needed.

b. Maintaining an in-depth awareness of the programs and facilities available to personnel, through branch MWR representatives.

c. Centralize major command sponsored MWR event fundraising and accounting.

d. Clarify MWR rules and responsibilities and define MWR terminology, enclosure (1).

5. Membership

a. The Commanding Officer will designate in writing, a Command Morale, Welfare, and Recreation Officer (E7 or above) to oversee all MWR operations. Each southern Branch Dental Clinic/Annex Clinic will nominate member(s) in paygrades/grades (E1-E8, 0-1/0-3, GS-4/9) to the Command MWR Committee to ensure event success and clinic representation. Enclosure (2) outlines minimum Command MWR Committee member representation requirements. From this group of nominees, the committee will select annually in June, by majority vote, a Chairman, Vice-Chairman and Secretary. Those selected will serve a one-year term, commencing 1 July and will be assigned in writing by the Commanding Officer. Sub-committees will be created as necessary, and volunteers from participating units are encouraged to ensure event success. Committee members and volunteers should be personally committed to attaining and sustaining a high level of morale and a strong sense of unity within the command. Participating units are strongly encouraged to create clinic/annex MWR Committees for the purpose of coordinating unit specific events and supporting the Command MWR Program.

b. A quorum will be established when at least seven voting members in are attendance. A quorum must be present to vote and conduct business.

6. Duties and Responsibilities

a. Command MWR Committee

(1) Adhere strictly to reference (a), and advise the Commanding Officer via the chain of command of the effectiveness of the Morale Welfare and Recreation Program and make recommendations to enhance its effectiveness.

(2) Meet formally monthly and convene at such other times as may be determined by the Chairman or as directed by the Commanding Officer. The minutes of the meeting will be submitted to the Commanding Officer via the chain-of-command for approval/disapproval.

(3) Communicate directly with all participating units as necessary to provide guidance, input, and support.

(4) Coordinate and execute all major command sponsored MWR events.

b. MWR Officer

(1) The Command MWR Officer, who will only vote to break a tie, will attend all command MWR meetings, oversee all command MWR sponsored events, fundraising efforts, enforce policies, rules, and regulations, and will report directly to the Executive Officer and Commanding Officer for additional guidance and local policy clarification.

(2) Serve as the command MWR Treasurer following references (a) and (b).

c. Chairman

- (1) Schedule and chair MWR Committee meetings monthly.
- (2) Conduct necessary business as required of position, adhering to Navy and command policy. Determine scope, feasibility, and cost of all command sponsored events and fundraisers.
- (3) Ensure completion and retain meeting minutes. Submit all meeting minutes to the Commanding Officer no later than 5 working days following the meeting, for review and approval, and retain all meeting minutes for two years.
- (4) Determine the formation and function of committees and sub-committees.
- (5) Report to the MWR Officer on all committee and command MWR activities.

d. Vice-Chairman

- (1) The Vice-Chairman will assist the Chairman and perform all duties of the Chairman in his/her absence.

e. Secretary

- (1) Take roll call, prepare and distribute all meeting minutes, drafts, and final drafts. All minutes will be reviewed by the elected officials and shall include, but not be limited to the following:

- (a) Members in attendance.
- (b) Motions and proposals.
- (c) Number of affirmative and negative votes for each motion or proposal.
- (b) Agenda for the next committee meeting.

- (2) Assist MWR Officer, Chairman, and Vice-Chairman as required.

f. Participating Units

- (1) Participating units, enclosure (2) will be responsible for organizing their own fundraising events. When organizing fundraising events, the term "MWR Sponsored Event" must be noted on all signs and flyers communicating the event. Participating units will notify the MWR Chairman to coordinate fundraising dates and locations to avoid fundraising conflicts.

- (2) Per reference (a), article 406 (g), all activities are subject to the approval of the Commanding Officer, and participating units may conduct occasional sales to supplement unit recreation funds. These activities must be conducted during meal periods only at the

workplace. Petty cash and change funds, authorized in writing by the Commanding Officer, may be maintained in amounts consistent with the needs of the MWR Program and administered per reference (b). All funds generated in excess of the petty cash fund limitation must be turned in to the host installation MWR Officer or the Command MWR Officer for deposit and credit to the generating unit. Any profits generated during the “MWR-Sponsored” fundraisers will be credited to the generating unit account to be used for their MWR activities. In addition, all participating units must contribute to the “General Fund” designed to subsidize major command-sponsored MWR events, enclosure (1). The amount of the monthly contribution will be based on the number of personnel assigned (including GS/contract workers) multiplied by two (\$2 per person).

Example

<u>Participating Unit</u>	<u>Number of Personnel</u>	<u>Monthly Contribution*</u>
BDC NAVSTA	170	\$340.00 (170 x \$2)

(3) Per reference (a), article 406 (f), participating units will not maintain a separate bank account, MWR fund, or MWR property account.

(4) Directors are encouraged to create Branch Clinic MWR Committees to facilitate command and branch clinic MWR efforts. Clinic MWR Committees should have at least one Command MWR Committee member assigned for the purpose of representing and reporting to the Command MWR Committee with plans, ideas, and recommendations. Each southern Branch Dental Clinic/Annex Clinic will nominate member(s) to the committee to ensure representation. Enclosure (2) outlines minimum Command MWR Committee member representation requirements.

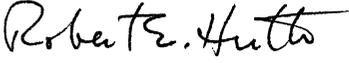
(5) All hands are encouraged to freely attend meetings or to seek out a participating unit MWR committee member to pass along ideas and suggestions related areas of interest.

(6) Northern Branch Dental Clinics, their Branch Dental Annexes, and Branch Dental Clinic Marine Corps Recruit Depot San Diego will participate with their host installations MWR Programs, and are encouraged to gain membership on unit installation MWR committees. All other southern Branch Dental Clinics, their Branch Annexes and the Area Dental Laboratory fall under the Commanding Officer, Naval Station San Diego MWR area of responsibility.

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g. Comptroller. Provide fiscal oversight, audit teams, and audits of all Morale, Welfare, and Recreation (MWR) fund holders per reference (b).

7. Action. All Naval Dental Center Southwest personnel will become familiar with the contents and of this instruction.


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List I, Case 1, 2

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MWR TERMINOLOGY DEFINITIONS

Participating Units – A unit is considered to be participating in an MWR fund when it is officially located or tenanted in the jurisdiction of a host installation.

Unit Recreation Fund Allocation – Navy MWR funds in the amount of \$10.00 per assigned military member per year or \$2.50 per person per quarter for those Sailors onboard more than 30 days. These funds must be expended by the end of the fiscal year.

Participating Unit Recreation Funds – Funds generated by participating unit from fund raising efforts. (i. e. Qualcomm Stadium/Petco Park vending booth sales, food sales, car washes, seasonal craft sales, auctions). These funds may be accumulated and carried over to consecutive fiscal years and must be turned in to the host installation MWR Office via the command MWR Officer/Treasurer for safekeeping and accounting.

Command MWR Sponsored Events – All major command sponsored events, funded with unit recreation funds or participating unit recreation funds. (i. e. Dental Technician Ball, Holiday Party, Sports Day, Multi-cultural Celebration, Easter Egg Hunt.)

Distribution of Command General Fund – The general fund is collected from monthly contributions from Participating units and will be used to subsidize command-sponsored events as follows:

Dental Technician Ball	45%
Multi-Cultural Celebration	10%
Command Holiday Party	45%

Enclosure (1)

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COMMAND MWR COMMITTEE REPRESENTATION CHART

Headquarters	2
BDC San Diego	2
MCRD	2
Coronado/NAB	2
ADL	1
Point Loma/ASW	1

Enclosure (2)