

COMOMAG INSTRUCTION 1710.1C

Subj: COMMAND MORALE, WELFARE AND RECREATION PROGRAM

Ref: (a) BUPERSINST 1710.11B
(b) NASCORPCINST 1710.20B

Encl: (1) COMOMAG MWR Management Procedures
(2) Request for Unit Allocation Funds

1. Purpose. To provide procedures for the operation of Commander, Mobile Mine Assembly Group's (COMOMAG) Morale, Welfare and Recreation (MWR) Program.

2. Cancellation. COMOMAGINST 1710.1B.

3. Discussion. References (a) and (b) establish the policies which govern recreational services, programs, activities, and facilities. The COMOMAG MWR program was established to carry out periodic command events. The goal of COMOMAG MWR is provide enjoyable recreational activities throughout the year, in an effort to maintain a high level of morale and camaraderie. Enclosure (1) outlines committee management and responsibilities.

4. Action. COMOMAG is a member of the Naval Air Station, Corpus Christi, Composite Recreation Fund. In addition to the numerous other services provided by NAS, Corpus Christi, reference (b) has established policy on utilizing Unit Allocations for special recreation expenditures. This fund provides \$10.00 per active duty member per fiscal year to COMOMAG in support of MWR activities. These funds must used by 30 September. It is the responsibility of the MWR Council and Committee to make recommendations to COMOMAG on the expenditure of these funds. Supported events have included an annual COMOMAG picnic in the summer, an annual COMOMAG Christmas Party, a children's Christmas party, and command picnics or outings. It is incumbent upon all hands to make known, through their respective committee member, their desires on how to best allocate COMOMAG MWR funds and to support all phases of the MWR Program.

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5. Composition. The MWR Council/Committee shall consist of the following membership:

a. Council

Chairman: Chief Staff Officer (CSO)
Co-Chairman: Committee Chairman
Advisor: Command Master Chief (CMC)
Member(s): Department Heads

b. Committee

Chairman: Elected
Treasurer: Appointed
Member(s): Department Representatives

6. Action

a. Departments: Designate primary/alternate members.

b. Committee: Meets monthly and at such other times as designated by the chairman.

c. Council: Meets at times designated by chairman to review, comment on, and endorse minutes provided by the committee.

d. Committee Members:

(1) Primary/alternate member attend all meetings.

(2) Ensure that all hands are aware of and have an opportunity for input to, and participation in, all social and recreational activities.

e. Unit Allocation Fund: To utilize these funds, enclosure (1) must be signed by the Commander and submitted to NAS Corpus Christi MWR, with a list of all active duty command personnel. Receipts and any remaining money must be returned to the NAS Corpus Christi MWR Office.

M. J. GREEN

Distribution: (COMOMAGINST 5216.1Q)
List I, Case A

COMOMAG MWR MANAGEMENT PROCEDURES

1. MWR Committee.

a. A COMOMAG MWR Committee membership will consist of the following: a Chairman, Treasurer and departmental representatives. If manning dictates, the Treasurer may also be one of the departmental representatives, as well as, being the alternate for the Chairman.

b. The Chairman will schedule the committee to meet on a monthly basis to plan and coordinate any scheduled events and expenditure of MWR funds. Events and expenditures of funds include, but are not limited to; Christmas Party, fund raisers, picnics, refreshments for reenlistment and promotion ceremonies, purchase of command plaques for departing enlisted personnel

c. The Chairman will procure a list of all departing enlisted personnel on a quarterly basis.

(1) Departing enlisted personnel will be given an engraved COMOMAG plaque.

(2) Any other departing gifts for members will be paid for by a one time gift collection from command personnel.

d. The goal of the COMOMAG MWR Committee is to hold at least one fund raising event every month and to host one command event every quarter.

e. The COMOMAG MWR Committee is responsible for planning and coordinating all command MWR events. The execution of any events requires the entire commands' support.

f. No alcoholic beverages shall be purchased or provided with MWR funds, at any command MWR event.

2. MWR Funds Management.

a. The MWR Committee Treasurer is responsible for managing all funds. Funds will be managed as follows:

(1) At monthly meetings, provide the Committee with an update of cash on hand.

(2) Cash on hand shall be kept by the Treasurer in a locked steel box at all times and in a secure location.

Enclosure (1)

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(3) Maintain an Account Ledger annotating all withdrawals and deposits. Receipts shall be kept for all transactions.

(4) The Treasurer will submit a copy of the ledger to the Commander, via the Chief Staff Officer and Chairman, quarterly.

3. MWR Assets.

a. The MWR Committee is responsible for the safekeeping and upkeep of all program assets. This includes: meal preparation equipment, party supplies and command plaques. All assets shall be kept in a secure locker, with the Chairman and Treasurer having the keys.

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1710
Ser N01A/

From: Commander, Mobile Mine Assembly Group
To: Director, Morale, Welfare and Recreation,
Corpus Christi, TX

Subj: REQUEST FOR UNIT ALLOCATION FUNDS

Encl: (1) Command Roster

1. Request that a check be made payable to _____,
for an event hosted by COMOMAG MWR. Enclosure (1) is a current
roster of active duty personnel attached to this command.
2. _____ and _____ are authorized to receive the
check.
3. Point of contact is SK2 Cain, 961-4986/87.

M. J. GREEN

Enclosure (2)